

VENTURA COUNTY SHERIFF'S OFFICE



SHERIFF'S POLICY MANUAL

Ventura County Sheriff's Office

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SHERIFF'S PREFACE

Message from the Sheriff

As a public safety agency, we are all committed to making Ventura County a safe place to live, work, play and raise our families. Although we have one of the lowest crime rates in the country, we cannot become complacent as long as any individual is victimized by crime. Statistical comparisons alone do not provide a basis for assessing the quality of our efforts. There is no doubt that crime rates are impacted by our law enforcement practices, however, they are also a reflection of good homes, churches, schools, service organizations and healthy communities. Because of this, our Office should be directly involved in setting goals and participating in activities that further the cause of the safety and high quality of life we all enjoy in Ventura County. Even the best game plan cannot produce the desired outcome unless a great team executes the plan. I believe that as an organization of over 1,100 employees and more than 800 volunteers, all dedicated to protecting and serving the residents under our care, we are that great team that can make certain our goal of being the safest region in the United States remains a reality.

- Geoff Dean, Sheriff

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT & STRATEGY

Mission Statement:

We, the members of the Ventura County Sheriff's Office, are committed to safeguard the lives and property of residents of Ventura County and respond to public concerns in a manner which promotes neighborhoods free from the fear of crime.

Strategy:

Our strategy for accomplishing this mission is to preserve the peace, prevent crime, apprehend offenders, facilitate problem solving community partnerships, enforce laws, provide secure and humane detention for persons lawfully entrusted to our care and display empathy and respect for the dignity of all individuals.

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Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

Law enforcement officers are granted the authority to perform their function based on established legal authority. This department does not tolerate abuse of law enforcement authority.

100.2 DUTY

Sworn members of this [department/office] are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.2.1 JURISDICTION

While this department recognizes the statutory power of peace officers to make arrests throughout the state, deputies are encouraged to use sound discretion in the enforcement of the law. On-duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot or fresh pursuit, while following up on crimes committed within the County or while assisting another agency. On-duty deputies who discover criminal activity outside the jurisdiction of the County should, when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

100.2.2 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE VENTURA COUNTY SHERIFF'S OFFICE

The arrest authority within the jurisdiction of the Ventura County Sheriff's Office includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the deputy has probable cause to believe the person has committed a felony, whether or not committed in the presence of the deputy.
- (b) When the deputy has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the deputy.
- (c) When the deputy has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the deputy and the deputy reasonably believes there is an immediate danger to person or property, or of escape.
- (d) When the deputy has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the deputy such as certain domestic violence offenses.
- (e) In compliance with an arrest warrant.

100.2.3 TIME OF MISDEMEANOR ARRESTS

Deputies shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

- (a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
 - 1. A misdemeanor committed in the presence of the deputy.
 - 2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).

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- (b) The arrest is made in a public place.
- (c) The arrest is made with the person in custody pursuant to another lawful arrest.
- (d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.3 CONSTITUTIONAL REQUIREMENTS

All employees shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Chief Executive Officer

102.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

102.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment.

102.1.2 SHERIFF CANDIDATE REQUIREMENTS

Prior to filing for the office of Sheriff, any candidate shall at minimum meet the requirements of Government Code § 24004.3.

Oath of Office

104.1 PURPOSE AND SCOPE

This purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

104.2 POLICY

It is the policy of the Ventura County Sheriff's Office that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

104.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

"I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

104.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Ventura County Sheriff's Office is hereby established and shall be referred to as "The Sheriff's Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

106.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Ventura County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Ventura County Sheriff's Office Department reserves the right to revise any policy content, in whole or in part.

106.2 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

106.2.1 SHERIFF

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue policies which shall modify those provisions of the manual to which they pertain. Interim department or divisional policies shall remain in effect until such time as they may be permanently incorporated into the manual.

106.2.2 EXECUTIVE STAFF

Executive Staff shall consist of the following:

- Sheriff
- Undersheriff
- Two Assistant Sheriffs

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The Executive Staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

106.2.3 OTHER PERSONNEL

All department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to the Policy Review Committee who will consider the recommendation and forward to the executive staff.

106.3 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

106.3.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as "Section 106.X or "§ 106.X"

106.3.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CHP - The California Highway Patrol.

CFR - Code of Federal Regulations.

County - The County of Ventura.

Department /VSO - The Ventura County Sheriff's Office.

DMV - The Department of Motor Vehicles.

Employee/Personnel - Any person employed by the Department.

Juvenile - Any person under the age of 18 years.

Manual - The Ventura County Sheriff's Office Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Ventura County Sheriff's Office including sworn deputies, reserve deputies, civilian employees and volunteers.

Civilian - Employees and volunteers who are not sworn peace officers.

Deputy/Sworn - Those employees, regardless of rank, who are sworn employees of the Ventura County Sheriff's Office.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

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POST - The California Commission on Peace Officer Standards and Training.

Rank - The job classification title held by a deputy

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

USC - United States Code

106.3.3 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Patrol watch commander's office
- In-Service Training Center sergeant's office.

A computerized version of the Policy Manual will be made available on the department intranet for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from executive staff.

106.4 MANUAL ACCEPTANCE

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies. All employees are required to sign a statement of receipt acknowledging that they have received a copy, or have been provided access to the Policy Manual and understand they are responsible to read and become familiar with its contents.

106.4.1 REVISIONS TO POLICIES

All employees are responsible for keeping a breast of all Policy Manual revisions. All substantive changes to the Policy Manual will be made through an "All Sheriffs Users" email notification by the Professional Standards captain or his/her designee. Each employee shall review the revisions and seek clarification as needed.

Each unit commander/manager will ensure that employees under his/her command are aware of any Policy Manual revisions.

106.5 PERIODIC REVIEW OF THE POLICY MANUAL

The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

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Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Sheriff is responsible for administering and managing the Ventura County Sheriff's Office. There are four divisions in the Sheriff's Office as follows:

- Support Services Division
- Patrol Services Division
- Detention Services Division
- Special Services Division

200.2.1 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by an Assistant Sheriff whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division consists of Human Resources, Professional Standards, Training Center and the Business Office.

Note: The Support Services Division and the Detention Services Division is commanded by the same Assistant Sheriff.

200.2.2 PATROL SERVICES DIVISION

The Patrol Services Division commanded by an Assistant Sheriff whose primary responsibility is to provide general management direction and control for that Division. The Patrol Services Division consists of Patrol Operations, Communications and Office of Emergency Services.

Note: The Patrol Services Division and the Special Services Division is commanded by the same Assistant Sheriff.

200.2.3 DETENTION SERVICES DIVISION

The Detention Services Division is commanded by an Assistant Sheriff whose primary responsibility is to provide general management direction and control for the Detention Services Division. The Detention Services Division consists of the Pre-Trial Detention Facility, Todd Road Jail and Court Services.

Note: The Detention Services Division and the Support Services Division is commanded by the same Assistant Sheriff.

200.2.4 SPECIAL SERVICES DIVISION

The Special Services Division is commanded by an Assistant Sheriff whose primary responsibility is to provide general management direction and control for the Special Services Division. The Special Services Division consists of the Major Crimes, Special Investigative Unit (SIU), Air Unit and Forensic Services.

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Note: The Patrol Services Division and the Special Services Division is commanded by the same Assistant Sheriff.

200.3 COMM AND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all personnel in the department. During planned absences the Sheriff will designate an Assistant the Undersheriff to serve as the acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff or Undersheriff is as follows:

- (a) Support Services / Detention Services Assistant Sheriff
- (b) Special Services / Patrol Services Assistant Sheriff
- (c) Commanders as designated

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Policies and Procedures

204.1 PURPOSE AND SCOPE

Policies and Procedures establish an interdepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Policies and Procedures will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 POLICIES AND PROCEDURES PROTOCOL

Policies and Procedures will be incorporated into the manual as required upon approval of the executive staff. Policies and Procedures will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing General Orders have now been incorporated in the updated Sheriff's Policy Manual as of January 17, 2012.

204.2 RESPONSIBILITIES

204.2.1 EXECUTIVE STAFF

The executive staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

204.2.2 SHERIFF

The Sheriff or his designee shall issue all Policies and Procedures.

204.3 ACCEPTANCE OF SHERIFF'S POLICIES

All employees are required to read, familiarize themselves with, and obtain any necessary clarification of all policies. Notification will be made to Sheriff's Office members when changes are made to the policy manual. In conjunction with each member's annual performance appraisal, the following policies will be required to be read by the member and acknowledged with their initials that the policy has been reviewed:

- Policy 308–Control Devices & Techniques
- Policy 322–Search & Seizure
- Policy 416–Bomb Calls & Found Explosives
- Policy 300–Use of Force
- Policy 310–Critical Incidents & Shootings, Member Involved
- Policy 311–Critical Incidents, Post Procedure
- Policy 316–Code 3 Response
- Policy 317–Code 999 Emergency Assistance
- Policy 314–Vehicle Pursuits
- Policy 402–Racial/Bias Based Profiling
- Policy 422–Arrest or Detention of Foreign Nationals

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Policies and Procedures

- Policy 338–Hate Crimes
- Policy 315–Robbery Alarm Call Response
- Policy 328–Discriminatory Harassment*
- Policy 1058–Employee Speech, Expression, and Social Networking/Technology Use Policy*
- Policy 341–Conduct & Ethics*

*Applicable to Professional Staff

ROLE OF THE VENTURA COUNTY SHERIFF'S OFFICE OF EMERGENCY SERVICES

206.1 PURPOSE AND SCOPE

The County has prepared an Emergency Operations Plan (EOP) for use by all county employees in the event of a major disaster or other emergency event. The plan outlines the Ventura County Operational Area's strategic and coordinated response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610; County Ordinance 4410, Article 2, Section 5325).

Ventura County is vulnerable to a wide range of human-caused, technological and natural disasters including earthquakes, floods, fires, hazardous material incidents, dam failures, civil unrest, transportation accidents, tsunamis, terrorism, and public health and agricultural emergencies.

The Ventura County Sheriff's Office of Emergency Services (OES) is responsible for the day-to-day administration of the County's preparedness, mitigation, response and recovery programs. OES is responsible for the development and maintenance of the Ventura County Operational Area Emergency Operations Plan (EOP), maintaining the County's Emergency Operations Center (EOC), and coordinating EOC activities during a disaster. OES staff also oversees the County's Disaster Service Worker Program (DSW), which includes the Auxiliary Communications Services (ACS), Disaster Assistance Response Teams (DART), and the Sheriff's Search and Rescue (SAR) Team.

Within California's emergency management organizational structure, each county serves as an operational area. The Ventura County Operational Area includes the County and all political subdivisions within the County area. In this role, Ventura County Sheriff's OES acts as an agent between State OES and the cities, special districts and unincorporated areas of Ventura County. During a disaster, this includes gathering information on the County's emergency response needs, assessing county and state resources, and facilitating the acquisition, coordination and use of those resources. For more information link to County's preparedness and disaster information website at

<http://readyventuracounty.org/>

206.2 ROLE OF THE VENTURA COUNTY SHERIFF

The Sheriff is the Director of the Office Emergency Services (OES) and the Operational Area Coordinator. The County's disaster ordinance (4410, Article 2, Section 5323-1) grants the Sheriff with a number of powers and duties:

Section 5323-1.1 To request the Board of Supervisors proclaim the existence of a "local emergency" if the Board is in session, or to issue such proclamation if the Board is not in session, subject to ratification by the Board within (7) seven days thereafter, or the proclamation shall have no further force or effect.

Section 5323-1.2 To recommend that the Chairman of the Board or the County Executive request the Governor to proclaim a "state of emergency" as defined in California

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Government Code Section 8558(b) when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

Section 5323-1.3 To control and direct the effort of the County's emergency organization and ensure that the County fulfills its duties as an operational area.

Section 5323-1.4 To direct cooperation between and coordination of services and staff of the emergency organization of this County; and resolve questions of authority and responsibility that may arise between them.

Section 5323-1.5 To represent the County in all dealings with public or private agencies on matters pertaining to emergencies.

Section 5323-2 Emergency Powers. In the event of the proclamation of a "local emergency" by the Board or the Director, the declaration of a "state of emergency" by the Governor or the Secretary of the California Emergency Management Agency, or the existence of a "state of war emergency" as defined in Government Code Section 8558 (a), the Director is hereby granted the powers set forth:

Section 5323-2.1 To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board.

Section 5323-2.2 To obtain vital supplies, equipment, and such other property found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use.

Section 5323-2.3 To require emergency services of any County officer or employee and, in the event of the proclamation of a "state of emergency" in the County or "state of war emergency", to command the aid of as many citizens within Ventura County as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.

Section 5323-2.4 To requisition necessary personnel or material of any County department or agency.

Section 5323-2.5 To execute all of his or her ordinary power as Sheriff; all of the special powers conferred upon him or her or by resolution or emergency plan adopted by the Board; all powers conferred upon him or her by any statute or agreement approved by the Board, and any lawful authority.

Section 5323-3 Succession. The Director shall designate the order of succession to his or her office subject to approval by the Board, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his or her duties during an emergency.

206.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan (EOP) is activated, all employees of the Ventura County Sheriff's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

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ROLE OF THE VENTURA COUNTY SHERIFF'S OFFICE OF EMERGENCY SERVICES

206.3 ROLE OF THE VENTURA COUNTY EMERGENCY OPERATIONS CENTER (EOC)

An Emergency Operations Center (EOC) is a pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. The County's EOC is activated when the field level responders need additional support. Emergencies requiring EOC activation include the following:

A significant earthquake causing damage in the county or neighboring jurisdictions.

An uncontrolled release or failure of a dam.

An impending or declared "state of war emergency".

An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more county departments over an extended period of time, such as a civil disturbance or aircraft disaster.

In addition, as the Operational Area Coordinator, the Sheriff may be required to activate the EOC under the following conditions:

A local government has activated its EOC and requests activation of the operational area EOC to support their emergency operations. Two or more cities within the operational area have proclaimed a local emergency.

The County and/or city (ies) within the county have requested a governor's proclamation of a "state of emergency".

The operational area is requesting, or has received, resources from outside its boundaries. This does not include resources used in day-to-day operations, which are obtained through existing mutual aid agreements.

For planning purposes, the Ventura County Emergency Operations Plan (EOP) recognizes three levels of response to peacetime emergencies, which are based on the severity of the situation and the availability of resources.

LEVEL ONE - Decentralized Coordination and Direction

A minor to moderate incident where local resources are adequate and available. A Local Emergency may or may not be proclaimed. The County EOC may or may not be activated. Off-duty personnel may be recalled.

LEVEL TWO - Centralized Coordination and Decentralized Direction

A moderate to severe emergency where local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

LEVEL THREE - Centralized Coordination and Direction

A major local or regional disaster where resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of

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an Emergency or Disaster will be requested. All response and early recovery activities will be directed from the EOC. Off-duty personnel will be recalled.

206.3.1 ROLE OF THE VENTURA COUNTY EMPLOYEE(S)

All Ventura County employees are disaster service workers (DSWs). As a disaster service worker, the role of County employees includes the following:

Report to work and be prepared to assist in the emergency response as assigned by their supervisor, including activities that are outside their normal scope of work.

Employees who cannot get to work after a disaster, due to road closures or similar complication, may report to the closest government office to volunteer their assistance.

206.3.2 ROLE OF THE EMERGENCY PLANNING COUNCIL (EPC)

The Ventura County Emergency Planning Council (EPC) performs the functions of a local disaster council pursuant to Title 2, Division 1, Chapter 7, and Article 10 of the Government Code. The Emergency Planning Council (EPC) is an advisory body whose mission is to lead a unified effort in improving disaster preparedness, mitigation, response and recovery countywide. Furthermore, the Emergency Planning Council (EPC) will develop and recommend for adoption by the Board of Supervisors emergency and mutual aid plans and agreements and such ordinances, resolutions, rules, and regulations as necessary to implement plans and agreements.

The Emergency Planning Council is a (17) seventeen member body whose members represent County and City government, non-government organizations, non-profit organizations, the military and the private sector. The Chair of the Board of Supervisors is the Chair of the EPC. The Sheriff serves as the Director of Emergency Services serves as Vice-Chair, and the OES Assistant Director is the second Vice-Chair and the Executive Administrator for the EPC.

Training Policy

208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC).

208.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel
- (d) Meet State requirements

208.4 MASTER TRAINING PLAN

A training plan will be developed and maintained by the Training Center captain. It is the responsibility of the Training Center captain to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Mandatory Training
- Essential Training
- Desirable Training

208.5 TRAINING NEEDS ASSESSMENT

The Ventura County Criminal Justice Training Center will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

Minimum Training Requirements and Course Attendance

209.1 PURPOSE AND SCOPE

Continuous training is a necessary part of being a deputy sheriff or dispatcher. As a law enforcement agency, the Department is required to comply with training guidelines as specified by The Commission on Peace Officer Standards and Training (POST) and state law. The In-Service Training Unit monitors and tracks all POST mandated training classes and ensures the department complies as a whole with the mandatory training deadlines. It is the responsibility of the individual stations or units within the Department to ensure compliance by their respective personnel.

209.2 REQUIRED TRAINING

POST requires that all peace officers, reserve officers and dispatchers, attend periodic update training. The following is a list of training currently mandated by POST:

- (a) Sergeants, Deputies, Senior Deputies and Reserve Deputies
 1. Arrest and Control (ARCON) -- 8 hours biennially or once every two years during the POST two-year training cycle
 2. Communications -- 2 hours biennially
 3. Continuing Professional Training (CPT) -- 24 hours biennially
 4. Cultural Diversity and Racial Profiling -- 2 hours every five years
 5. Domestic Violence Complaints -- 2 hours biennially
 6. First Aid and CPR -- 8 hours every 3 years
 7. Force Options Simulator (FOS) -- 4 hours biennially
 8. High Speed Vehicle Pursuits -- 2 hours annually
 9. Law Enforcement Driving Simulator (LEDS) -- 4 hours biennially
- (b) Captains and above
 1. Continuing Professional Training (CPT) -- 24 hours biennially
 2. Cultural Diversity and Racial Profiling -- 2 hours every five years
 3. High Speed Vehicle Pursuits -- 2 hours annually
- (c) Dispatchers
 1. Continuing Professional Training (CPT) -- 24 hours biennially

209.3 MEETING REQUIRED TRAINING

Most required training will be completed by attending an assigned training class at the Training Center or other location. However, several courses must be completed by viewing a POST training video. Required training videos are located on the Department's intranet page.

Go to the Sheriff's homepage on the intranet, and click the "Training" tab. You will find the following POST video presentations on the training page:

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- (a) Domestic Violence Update
- (b) Pursuit Driving Update
- (c) Racial Profiling Update
- (d) Tactical Communications

New training videos will be added to the intranet page as training requirements change. You may also access additional training by navigating to the POST Home -page or the POST Learning Portal.

209.4 FAILURE TO ATTEND ASSIGNED TRAINED

- (a) An unexcused absence from an assigned training course will result in disciplinary action. A Divisional Personnel Report (DPR) will be placed into the deputy's division file upon the first failure to attend training. Additional unexcused absences for scheduled training dates within a 12-month period will result in progressive discipline.
- (b) Sworn staff are responsible for notifying their facility or station training supervisor if they receive a subpoena or are assigned to some other task on the scheduled training date. As an example, attending court the day of a training class will not be considered an excused absence if the deputy had the opportunity to notify his or her training supervisor ahead of time and failed to do so.
- (c) Sworn staff shall not be exempted from the requirements of this policy other than for immediate or emergency medical reasons or those on leaves of absence. Special circumstances preventing deputies from complying with this policy must be explained by memorandum addressed to the respective bureau commander.

209.5 DRESS

Sworn staff assigned to the Training Center for instruction will dress appropriately. Business casual is preferred, however, jeans, t-shirts and shoes, which are free from holes and excess wear, are acceptable. T-shirts shall be free from inappropriate comments, profanity or pictures that are incompatible with the principles of the department. Open-toed shoes shall not be worn during training classes.

Generally, shorts, tank tops and sandals are prohibited. However, suitable athletic clothing will be permitted when attending Arrest and Control (ARCON) training, range qualification or any other training that requires physical exertion.

Electronic Mail

212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the department's electronic mail (e-mail) system by employees of this department. E-mail is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the e-mail system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the department.

212.2 E-MAIL RIGHT OF PRIVACY

All e-mail messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its e-mail system or that is stored on any department system.

The e-mail system is not a confidential system since all communications transmitted on to or from the system are the property of the Department. Therefore, the e-mail system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail. Employees using the Department's e-mail system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange e-mail or other information that is related to the official business of the Department.

212.3 PROHIBITED USE OF E-MAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the e-mail system is prohibited and may result in discipline. This includes all photographs sent through the department's electronic mail system. Profile/signature photographs that can be attached in email programs such as Microsoft Outlook shall only be a photograph of the employee on the email account and shall only be an official Sheriff's Office portrait photograph.

E-mail messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved at the command staff level. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's e-mail, name and/or password by others.

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212.4 MANAGEMENT OF E-MAIL

Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that becomes part of an official record should be printed and/or stored in another data base. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be purged manually by the user at least once per week. All messages in excess of one month will be deleted at regular intervals from the server computer.

SPECIAL COUNSEL, NOTIFICATION OF

213.1 PURPOSE AND SCOPE

To provide guidelines for the notification of Sheriff's Special Counsel subsequent to the occurrence of incidents likely to result in civil litigation.

213.2 PROCEDURE

Whenever an incident occurs that is likely to result in subsequent civil litigation, the watch commander shall immediately notify the Sheriff's Special Counsel.

- (a) Such incidents include:
 - 1. Critical injury or death of an individual directly or indirectly related to the conduct of any deputy or related to a non employee other than a deputy while on duty and acting within the scope of employment.
 - 2. Critical injury or death of an inmate, under any circumstances, including suicide.
 - 3. Any officer-involved shooting.
 - 4. Any vehicle, aircraft or watercraft collision or crash involving a Sheriff's unit, aircraft or vessel, or fleeing suspect's vehicle resulting in injury or serious property damage to third parties.
 - 5. Any incident involving major property damage to third parties as a result of the conduct of any deputy or other employee while on duty.
 - 6. Any other circumstance wherein it is deemed appropriate by the watch commander or the division commander that the Special Counsel be notified.
- (b) The Sheriff's Special Counsel is available on 24-hour call and may respond to the scene of such incidents to initiate an investigation.
- (c) The watch commander shall notify the Assistant Sheriff of the division of such an incident.

SPECIAL COUNSEL CONTACT NUMBERS: Special Counsel: Jim Eicher Home Phone: (818)482-7849 , Office Phone: (818) 545-1925, Cell Phone: (818) 482-7849.

Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

214.2 CORRESPONDENCE

In order to ensure that the letterhead and name of the Sheriff's Office are not misused, all external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Sheriff. Personnel should use department letterhead only for official business and with approval of their supervisor.

214.2.1 AUTHORIZATION TO SIGN

The following managers are authorized to sign outgoing correspondence on departmental letterhead:

1. Assistant Sheriff
2. Commander
3. In addition to the aforementioned executives, commanders may designate captains, professional staff, and other personnel under their command who, by specialized assignment or need, may sign outgoing correspondence on departmental letterhead. A list of these persons will be provided to the Sheriff.
 - a. Assistant Sheriff's may designate personnel who may sign outgoing correspondence on departmental letterhead. A list of these persons will be provided to the Sheriff.
 - b. Bureau commanders and captains may initiate correspondence addressing day-to-day business within the County structure.

214.2.2 CONTENT RESPONSIBILITIES

Each of the above shall be held responsible for the content and composition of all correspondence. Outgoing correspondence will not display the Sheriff's name in the signature block unless he is actually signing it.

All correspondence requiring a response, or likely to initiate questions, shall include the name and telephone number of the contact person within the Department.

214.3 SURVEYS

All surveys made in the name of the Department shall be authorized by the Sheriff or his designee.

COUNTY COUNSEL REQUEST FOR WRITTEN OPINION

215.1 PURPOSE AND SCOPE

To establish the procedure for requesting written County Counsel opinions.

215.2 PROCEDURE

- (a) All requests for County Counsel to provide a written opinion shall be requested in writing.
- (b) Written requests will be directed through proper channels to the Sheriff.
- (c) Requests of an urgent nature should be so stated. Before making a request, check the files to ascertain if an opinion of this nature has been given in the past.
- (d) The Sheriff will evaluate the request. If approved, it shall then be forwarded to the County Counsel's office.

215.3 CONTENT

Opinions will be requested on matters of law interpretation and not on the policy of enforcement. The request should contain all pertinent information relating to the problem in a clear and concise manner.

Retirement Badges, Plaques and Identification

219.1 PURPOSE

To provide guidelines for the issuance of badges and plaques to members and volunteers who have honorably ended their service with the Ventura County Sheriff's Office.

219.2 DEFINITIONS

A. Sworn Personnel

- All personnel who act in the capacity of peace officers, including reserve deputy sheriffs.

B. Professional Staff

- All other personnel employed with the Ventura County Sheriff's Office.

C. Volunteers

- All non-compensated personnel associated with the Ventura County Sheriff's Office.

D. Retirement Badge

- A flat replica of the Ventura County deputy sheriff badge with the word "RETIRED" used in lieu of a number.

E. Badge Plaque

- A suitable plaque commemorating the years of service of a sworn member of the Ventura County Sheriff's Office, which has attached a duplicate of the officer's badge.

F. Progression of Badges

- A memento depicting the ranks held during a career by a display of badges encased in acrylic or other suitable material.

G. Medallion Plaque

- A suitable plaque commemorating the years of service of a sworn or general member of the Ventura County Sheriff's Office, which has attached a facsimile of the Ventura County Sheriff's badge.

H. Resolution/Certificate of Appreciation

- A formal recognition of performance or service by a governmental body.

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Retirement Badges, Plaques and Identification

219.3 GUIDELINE FOR ELIGIBILITY

- (a) All of the above classifications of personnel may be eligible for recognition from the agency for their years of service and upon their honorable discharge from duties.
- (b) Sworn personnel, including reserves, who resign after five (5) or more years of service may be eligible to receive a medallion plaque.
- (c) Sworn personnel, including reserves, who resign after ten (10) or more years of service may be eligible to receive a badge incased in Lucite.
- (d) Sworn personnel, including reserves, who retire after twenty (20) or more years of service may be eligible to receive a retirement badge, and a badge incased in Lucite. The rank of Commander and above may also be eligible to receive a progression of badges memento.
- (e) Professional Staff, who resign or retire after ten (10) or more years of service and are issued a badge as part of their uniform, may be eligible to receive a badge incased in Lucite.
- (f) Personnel, both sworn and general, who resign or retire after twenty (20) or more years of service may receive a resolution/certificate of appreciation from city, county, or state governments. All requests for such resolutions or certificates shall be directed to the Support Services Division Human Resource Bureau Manager.
- (g) Professional Staff who resign or retire after ten (10) or more years of service and are not issued a badge, as part of their uniform may be eligible to receive a medallion plaque.
- (h) Personnel who do not meet the above requirements, or who retire as the result of a medical disability, may be eligible to receive the appropriate item(s) of recognition, depending on the circumstances that led to the end of their service. The Sheriff or his designee will decide such special cases on an individual basis.

219.4 RETIREE CONCEALED FIREARMS

See Policy 220

Retiree Concealed Firearms

220.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Ventura County Sheriff's Office identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Codes § 25455 and 26300).

220.2 POLICY

It is the policy of the Ventura County Sheriff's Office to provide identification cards to qualified former or retired deputies as provided in this policy.

220.3 LEOSA

The Sheriff may issue an identification card for LEOSA purposes to any qualified former deputy of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as a deputy.
- (b) Before such separation, was a qualified law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

220.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former deputy and identify him/her as having been employed as a deputy.

If the Ventura County Sheriff's Office qualifies the former deputy, he or she will also maintain a separate certification that indicates the date the former deputy was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

220.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former deputy of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a deputy, and one of the following:
 - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

220.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

Any deputy of this department who was authorized to, and did, carry a concealed firearm during the course and scope of his/her employment shall be issued an identification card with a Carrying Concealed

Weapon endorsement, "CCW Approved," upon honorable retirement (Penal Code § 25455).

- (a) For the purpose of this policy, honorably retired includes all deputies who have qualified for, and accepted, a service or disability retirement. It shall not include any deputy who retires in lieu of termination.
- (b) No CCW Approved endorsement shall be issued to any deputy retiring because of a psychological disability (Penal Code § 26305).

220.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

The identification card issued to any qualified and honorably retired deputy shall be 2 inches by 3 inches, and minimally contain (Penal Code § 25460):

- (a) A photograph of the retiree.
- (b) The retiree's name and date of birth.
- (c) The date of retirement.
- (d) The name and address of this department.
- (e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed every five years. If a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege."

220.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION

The Ventura County Sheriff's Office shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this department now serves under the following conditions (Penal Code § 25905):

- (a) The retiree's previous agency is no longer providing law enforcement services or the relevant government body is dissolved.
- (b) This department is in possession of the retiree's complete personnel record or can verify the retiree's honorably retired status.

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- (c) The retiree is in compliance with all of the requirements of this department for the issuance of a CCW Approved endorsement.

220.4.3 QUALIFIED RETIRED RESERVES

Retired reserve deputies who meet the department requirements shall be provided an identification card with a CCW Approved endorsement (Penal Code § 26300).

220.5 FORMER DEPUTY RESPONSIBILITIES

A former deputy with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions policy.

220.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former deputy shall:

- (a) Sign a waiver of liability (see link: "[Ventura County Sheriff's Office Retired Officer CCW Endorsement Form](#)") of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/ her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) It is recommended that retirees annually show proficiency in the safe handling and firing of their weapon in a course of fire under the direct supervision of a "Department Approved Firearms Instructor" as defined in the "Ventura County Sheriff's Office Retired Officer CCW Endorsement Form."

220.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired deputy shall (Penal Code § 26305):

- (a) Remain subject to all applicable department policies and federal, state and local laws.
- (b) Not engage in conduct that compromises public safety.
- (c) Only be authorized to carry a concealed firearm approved by the Department

220.6 DENIAL, SUSPENSION OR REVOCATION OF A LEOSA IDENTIFICATION CARD

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former deputy may request a review by the Sheriff. The decision of the Sheriff is final.

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220.7 DENIAL, SUSPENSION OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD

A CCW endorsement under Penal Code § 25470 for any deputy retired from this department may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Sheriff or his designee when the conduct of a retired peace officer compromises public safety.

- (a) In the event that a CCW endorsement is initially denied, the retired deputy shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- (b) Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).
 - 1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
 - 2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
 - 3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- (c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department, one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 26320).
 - 1. The decision of such hearing board shall be binding on the Department and the retiree.
 - 2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege."
- (d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify their supervisor and/or the Watch Commander as soon as practicable. The Watch Commander will notify the Sheriff or his designee of the circumstances. The Watch Commander or the Sheriff's Adjutant should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.
 - 1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
 - 2. The Watch Commander or the Sheriff's Adjutant should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Sheriff.

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3. The personal and written notification should be as follows:
 - The retiree's CCW endorsement is immediately and temporarily suspended.
 - The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
 - The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Watch Commander should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Watch Commander may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification

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Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Deputies are involved in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have a full understanding of, and true appreciation for, their authority and limitations. This is especially true overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any deputy observing another deputy using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. A deputy who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Deputies shall use only the amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

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It is also recognized that circumstances may arise in where deputies reasonably believe using any of the tools, weapons or methods provided by the Department, would be impractical or ineffective or unreasonable. In such circumstances, the use of any improvised device or method must be reasonable and utilized only to the degree it appears reasonably necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall a deputy be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to deputies or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.
- (c) Deputy/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.
- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the deputy.
- (k) Potential for injury to deputies, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the deputy.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.

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- (q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have successfully completed department-approved training. Deputies utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or commands given.
- (c) Whether the person has sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

- (a) The deputy shall have successfully completed department-approved training in the use and application of the carotid control hold.
- (b) It may only be used when circumstances perceived by the deputy at the time indicate such application reasonably appears necessary to control a person in any of the following circumstances:
 - 1. The subject, by words or actions, has demonstrated active, assaultive, or life threatening resistance; and
 - 2. The subject, reasonably appears to have the potential to harm deputies, him/herself or others.
- (c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates other available options reasonably appear ineffective, or would present a greater danger to the deputy, the subject or others, and the deputy reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:
 - 1. Females who are known to be pregnant
 - 2. Elderly individuals
 - 3. Obvious juveniles
 - 4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

Any individual who has had the carotid control hold applied, regardless of whether rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until that examination takes place.

Any person who receives custody of, or who providing care, individual subjected to a carotid control hold shall be advised by the deputy and told whether the subject lost consciousness as a result.

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Any deputy attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

The use or attempted use of the carotid control hold shall be thoroughly documented by the deputy in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

- (a) A deputy may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- (b) A deputy may use deadly force to stop a fleeing subject when the deputy has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the deputy reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a deputy reasonably believes any of the following:

- 1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the deputy or another.
- 2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. A deputy should discharge a firearm at a moving vehicle or its occupants only when the deputy reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the deputy or others. Deputies should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

Deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Every member of this department who uses physical force shall completely and accurately document the use of force in a General Offense Report with an assigned RB number. The report shall include a Use of Force Text Template in VersaTerm as well as a narration in the Officer's Narrative describing the use of force.

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Physical force is defined as any physical contact with, or use of any lethal or less-lethal weapon against a person (or persons), where there is a reasonable potential for injury. For "hands-on" techniques, it does not include manual escorts but does include control holds, take-downs, pressure points, strikes, etc. It also includes any deployment of a less-lethal weapon regardless of whether or not the person is actually struck or contacted. Examples include: baton strike (whether or not contact is made), discharge of OC at a person, Taser deployment (probes fired at a person or drive stun), and less lethal shotgun discharge (whether or not contact is made).

Pointing a firearm, less lethal shotgun, or Taser (with or without the laser) directly at a person or displaying a warning arc at a suspect are all considered uses of force under this policy. These incidents shall be accurately documented in a General Offense Report. In cases where more than one deputy points a firearm, less lethal shotgun or Taser at the same suspect(s) at the same time (for example, during a high risk traffic stop), only one deputy needs to document the use of force for the group.

300.5.1 NOTIFICATION TO SUPERVISOR

The involved deputy will ensure Watch Commander and immediate supervisor notification shall be made as soon as practicable following the application of any physical force.

300.5.2 ADMINISTRATIVE NOTIFICATION TO AREA CAPTAIN

All uses of physical force also require notification to the area/unit captain. The on-duty sergeant shall notify the area captain and complete a Use of Force Notification Form. This form may be sent to the area/unit captain via email. Absent extenuating circumstances or permission from the area/unit captain, the form shall be submitted by the end of the shift.

This notification process is separate from those listed in Policy 310-Critical Incidents and Shooting, Member Involved.

300.5.3 AREA CAPTAIN RESPONSIBILITIES

Area captains receiving a Use of Force Notification Form shall review the force incident for policy compliance and liability issues. If the captain believes the force incident is, or may be, out of compliance with policy, he/she shall forward his/her findings to the division commander for possible referral to the Internal Affairs Captain for further review. When the matter is referred to Internal Affairs, the Use of Force Notification Form completed by the sergeant shall be included in the documentation.

300.5.4 PROFESSIONAL STANDARDS RESPONSIBILITIES

The Audit and Inspections Unit Captain shall obtain a Use of Force

Report monthly. The report is generated from the VCIJIS system and provides a department wide list of **all** reportable use of force. The Audit and Inspections Unit will review this report as a starting point to identify any potential trends or problems related to liability, training, policy issues, etc. Areas of concern will be reported to the Professional Standards Commander for possible action. Additionally, the Audit and Inspections Unit Captain shall forward the Use of Force Report to the area captains monthly for their review.

300.5.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Records Manager or the authorized designee shall ensure that data required by the Department of Justice (DOJ) regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is collected and forwarded to the DOJ as required by Government Code § 12525.2.

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300.6 MEDICAL CONSIDERATION

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the deputy's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another deputy and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor, or if not available, the primary handling deputy shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the deputy reasonably believes would be a potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple deputies to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Deputies who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) Once a preliminary medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
- (d) Ensure potential witnesses are identified and interviewed.
- (e) Ensure all reports are reviewed and approved.
- (f) Determine the potential likelihood for civil litigation. The supervisor should make notification of a potential claim through the appropriate channels.
- (g) Evaluate the circumstances surrounding the incident and determine if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

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300.8 USE OF FORCE ANALYSIS

At least annually, FTAC (Force Tactics Analysis Committee) should prepare an analysis report on the use of force incidents. The report should be submitted to the Patrol Services Assistant Sheriff. The report should not contain the names of deputies, suspects, or case numbers, and should include:

- The identification of any trends in the use of force by members
- Training needs recommendations
- Equipment needs recommendations
- Policy revision recommendations

Handcuffing and Restraints

306.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

306.2 POLICY

The Ventura County Sheriff's Office authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

306.3 USE OF RESTRAINTS

Only members who have successfully completed Ventura County Sheriff's Office-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, deputies should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

306.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of deputies and others. When deciding whether to remove restraints from a detainee, deputies should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

306.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, deputies or others (Penal Code § 3407; Penal Code § 6030).

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306.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the deputy has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the deputy or damage property.

306.3.4 NOTIFICATIONS

Whenever a deputy transports a person with the use of restraints other than handcuffs, the deputy shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the deputy reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

306.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Deputies should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, deputies should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, deputies should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

306.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid mingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a

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medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

306.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during longterm restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

306.6.1 AUTHORIZED LEG RESTRAINT

The RIPP Hobble, manufactured by RIPP Restraints, is the only hobble authorized by the Sheriff's Office. Deputies shall only use the approved RIPP Hobble leg restraint.

Leg shackles may also be used as a leg device.

306.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, deputies should consider:

- (a) Whether the deputy or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting deputy while handcuffed, kicking at objects or deputies).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

306.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, deputies should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the deputy arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

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- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by a deputy while in the leg restraint. The deputy should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The deputy should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by a ambulance/paramedic unit, the restrained person should be accompanied by a deputy when requested by medical personnel. The transporting deputy should describe to medical personnel any unusual behaviors or other circumstances the deputy reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

306.8 REQUIRED DOCUMENTATION

If an individual is restrained and released without an arrest, the deputy shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The deputy should include, as appropriate:

- (a) The amount of time the suspect was restrained.
- (b) How the suspect was transported and the position of the suspect.
- (c) Observations of the suspect's behavior and any signs of physiological problems.
- (d) Any known or suspected drug use or other medical problems.

Control Devices and Techniques

308.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

308.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Ventura County Sheriff's Office authorizes deputies to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Only control devices issued by the Department or approved by the Sheriff or his/her authorized designee may be carried and used by members of this department.

Deputies who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when circumstances perceived by the deputy at the time indicate such application reasonably appears necessary to control a person when:

- (a) The subject, by words or actions, has demonstrated active, assaultive or life threatening resistance; and
- (b) The subject reasonably appears to have the potential to harm deputies, him/herself or others.

308.4 RESPONSIBILITIES

308.4.1 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to County property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

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308.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

308.6.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

308.6.2 TREATMENT FOR OC SPRAY EXPOSURE

1. The following procedure should be followed after exposing a suspect to pepper spray (O.C.)
 - a. Decontamination procedure for the suspect should begin as soon as the exposed suspect has been properly restrained and the situation is safe for the deputy. b. Decontamination should be based on the effects being displayed or verbalized by the suspect.
2. Decontamination should consist of the following:
 - a. EXPOSE TO FRESH AIR - Fresh air is defined as air free from pepper spray. Moving air from a fan, open window or wind is preferred and will help to reduce the effects.
 - b. WATER "" Water should be used for the following effects. If the suspect is complaining of pain to the skin, water can be applied to the affected area by splashing, pouring, misting or wet towel (no rubbing).
3. If the suspect's eyes are closed and they are complaining of pain they should be instructed to keep their eyes closed. Pepper spray is only painful when the eyes are open. If complaint of pain to the eyes continues, water can be splashed, poured or misted onto the eyes. Do not force or flush water into the eyes.
 - a. Be advised that using water around the eyes when they are not affected can activate the pepper spray and re-affect the eyes.
 - b. SOAP AND WATER "" Pepper spray will rapidly dry after being sprayed. To ensure complete removal the officer should wash with soap and water. The suspect should be advised at booking to wash with soap and water.
4. The suspect should be told not to use salves, ointments or moisturizing agents on the affected areas.
5. Remove contaminated clothing as soon as practical.
6. Deputies are reminded that some people wear contact lenses and that, when it is safe to do so, the person exposed to the OC should be permitted to remove them in order to ensure a thorough flushing.
7. If the suspect is still experiencing symptoms 45 minutes after decontamination measures have been taken, the deputy shall obtain medical treatment for the exposed subject.

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308.7 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, deputies should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

308.8 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Kinetic energy projectiles are approved by the department and are fired from a Remington 870, 12 ga. shotgun with modified barrel 14", fluorescent orange stock and fore end or 37mm / 40mm weapons. Certain munitions can be used in an attempt to de-escalate a potentially deadly situation, with a reduced potential for death or serious physical injury. Kinetic energy projectiles include the following:

"Super-Sock" 12 ga. or munitions currently approved and issued by the department.

37mm / 40mm Multiple Rubber Baton Rounds or a Single Baton Round

37mm / 40mm Stinger Rubber Rounds

Assorted Jaycor Pepperball Munitions

308.8.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Deputies are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and deputies takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or deputies.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

308.8.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the deputy should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.

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- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.

Deputies should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, deputies are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

308.8.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specifically marked in a manner that makes them readily identifiable as such.

- (a) At the beginning of each shift, the deputy assigned the less lethal shotgun shall conduct a "B.E.E.F.S." (Refer to department's Shotgun Policy for details) check of the weapon to ensure the weapon is operational and unloaded. The side saddle shall only contain six (6) rounds of the department approved bean-bag ammunition.
- (b) The Less Lethal Shotgun shall be stored unloaded. The weapon should only be loaded at the scene of the incident, by the deputy intending to fire the weapon. The deputy intending to fire the weapon is responsible for confirming the loading of the approved ammunition. When deployment is not anticipated, the weapon shall remain in the trunk or secured area of the vehicle.
- (c) Range qualification and subsequent training of all extended range impact weapons, including the less lethal shotgun, shall be under the direct supervision of department approved instructors. Deputies will be required to demonstrate current proficiency in the use of the 12 ga. less lethal shotgun and munitions, as well as the TASER once every year, during the bimonthly qualification designated for less lethal training.

308.9 TRAINING FOR CONTROL DEVICES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Conducted Energy Device

309.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

309.2 POLICY

The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to deputies and suspects.

309.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASERS are the property of the division where they are issued. Personnel leaving a particular assignment are expected to return their TASER to the division's inventory.

Deputies shall only use the TASER device and cartridges that have been issued by the Department. Uniformed deputies who have been issued the TASER device shall wear the device in an approved holster on their person.

Uniform deputies issued the TASER device shall wear it in an approved holster on their weak-side opposite the duty handgun.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Deputies shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.
- (c) A spark test on the unit shall be completed at the beginning of every shift.
- (d) Deputies should not hold both a firearm and the TASER device at the same time.

309.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other deputies and individuals with a warning that the TASER device may be deployed.

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If, after a verbal warning, an individual is unwilling to voluntarily comply with a deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, display the electrical arc, or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

Verbal or other warnings given, or the reasons not given shall be documented by the deputy deploying the TASER device in the related report.

309.4.1 PROBE REMOVAL / POST DEPLOYMENT PROCEDURE

- (a) Deputies trained in removing the probes from non-sensitive areas should remove probes as soon as practical unless exigent circumstances exist. Probe removal from sensitive areas (e.g. groin, female breast, near the eyes) should be done by qualified medical personnel as soon as practical.
- (b) Probes shall be treated as a biohazard and handled appropriately.
- (c) Anytime the TASER device is used, regardless if it strikes the person, the cartridge, wires, and probes shall be collected and booked into evidence whenever they can be recovered. If the cartridge, wires, and/or probes cannot be recovered and booked into evidence, the reason should be documented in a report.
- (d) If the TASER device is utilized the deputy shall present the TASER device to a supervisor for exchange or data download prior to end of the shift. The deputy shall present the Taser to a supervisor for exchange or data download prior to end of shift if a reported use of force occurs.
- (e) A supervisor shall ensure deputies complete reports and that photographs are taken of the probes, the probe impact sites and any injuries or non-injuries related to the use of the TASER device.
- (f) A supervisor shall ensure the administrative sergeant or TASER device liaison is notified of the TASER device usage, so a data download can be completed.
- (g) Each division shall have a TASER device liaison that is responsible for maintaining the download reports on each weapon and shall ensure a control log is maintained for weapon, cartridge issuance and weapon repairs. The TASER device liaisons will ensure the report downloads are forwarded to the Training Center.

309.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the

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operational range of the device. Although the TASER device is generally effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

309.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may only be used when circumstances perceived by the deputy at the time indicate that such application reasonably appears necessary to control a person in the following circumstances:

- (a) The subject, by words or actions, has demonstrated active, assaultive or life-threatening resistance; and
- (b) The subject reasonably appears to have the potential to harm deputies, him/herself or others.

Mere flight from a pursuing deputy, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

309.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject or others, and the deputy reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).
- (g) Using the TASER for the sole purpose of obtaining a blood sample. The mere restraint of the individual for the taking of the blood sample is not grounds to use the TASER. This policy does not restrict the deputy from utilizing the TASER to resolve a violent confrontation independent of the blood draw. The watch commander must approve any deviation of this policy.

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to

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gain separation between deputies and the subject, thereby giving deputies time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

309.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the deputy to limit the application of the TASER device probes to a precise target area, deputies should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

309.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

If the first application of the TASER appears to be ineffective in gaining control of an individual and if circumstances allow, the deputy should consider the following before additional applications of the TASER:

- (a) Whether the probes or darts are making proper contact.
- (b) Whether the application of the TASER is interfering with the ability of the individual to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

This, however, shall not preclude any deputy from deploying multiple, reasonable applications of the TASER on an individual. Multiple probe applications (probes fired from more than one TASER) are generally discouraged unless initial probes fail to make contact with the subject. Multiple applications (cycles) or extended applications (cycles) from the Taser will be viewed as additional force applications. Justification for multiple or extended applications must be clearly articulated.

309.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Deputies shall notify their immediate a supervisor and the Watch Commander of all TASER device discharges. The expended cartridge, along with both probes and wire, shall be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

When a TASER is **unintentionally discharged** by a member of this Office, the following shall occur:

1. The member shall immediately determine if anyone was injured and, if necessary, render aid and/or appropriate emergency medical services.
2. The member shall immediately notify a supervisor. As soon as practical, the member shall write a memorandum detailing the event and submit it to the supervisor.
3. If it is believed the TASER may have malfunctioned:

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- (a) The supervisor shall obtain and submit the involved TASER, any other item which may have contributed to the discharge (such as a holster, etc.), and a copy of all related documentation to the Training Center Captain. Unintentional discharges caused by an obvious trigger pull do not require that the device or its associated items be sent to the Training Center.
 - (b) The TASER Liaison Officer representing the member's assignment shall arrange for a replacement TASER, or related equipment, as needed.
 - (c) The Training Center Captain will be responsible for notifying the Support Services Commander.
 - (d) The Training Center Captain, or designee, shall arrange for a qualified Department TASER instructor to conduct an inspection of the TASER to determine if a mechanical malfunction could have been responsible for, or contributed to, the discharge.
 - (e) The person conducting the inspection shall write a memorandum describing the mechanical condition of the TASER and any related equipment, the apparent cause(s) of the discharge, and any recommendations regarding the TASER, equipment or training of the involved member and forward it to the Training Center Captain. As needed, the Training Center Captain shall seek the expertise of a qualified expert should the TASER or other factors exceed the capabilities of the department TASER Instructor(s).
 - (f) The Training Center Captain shall forward the findings to the Professional Standards Commander for disposition.
4. If the discharge of the taser is not related to a malfunction, the supervisor shall forward the memorandum to the Training Center Captain.
5. Members are considered negligent if their actions in any way contributed to the discharge, or the discharge occurred during the course of some prohibited or unsafe action.
6. Members found to be responsible for the discharge due to negligence may be required to participate in remedial training and may be subject to progressive discipline. The appropriate level of training and discipline shall be determined on a case-by-case basis by the Professional Standards Commander after an appropriate investigation is conducted. In all cases, at a minimum a training DPR shall be completed to memorialize the incident.
7. If applicable, the Training Center shall contact the member as soon as practicable and schedule remedial training if the discharge was due to negligent handling of the TASER.
8. The member must successfully complete the remediation training that shall be documented by the TASER Instructor conducting the training. The memo detailing the training given and the member's ability to safely manipulate and operate the TASER at the completion of training shall be maintained in the member's training file. Successful completion of remedial training shall not preclude the imposition of further sanctions as provided in number eleven above.

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309.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

309.5.7 OFF-DUTY CONSIDERATIONS

Deputies are not authorized to carry department TASER devices while off-duty.

Deputies shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

309.6 DOCUMENTATION

Deputies shall document all TASER device discharges in the appropriate report(s). Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

309.6.1 REPORTS

The deputy should include the following in the arrest/crime report:

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

309.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols only appropriate medical personnel should remove TASER device probes from sensitive areas of a person's body (e.g. groin, female breast, in or near the eyes). Removed TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically cleared by on-scene paramedics/emergency medical personnel prior to being transported to a hospital for medical clearance prior to booking.

309.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The supervisor should ensure:

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- Photographs of probe sites and secondary injuries are taken
- Witnesses interviews are conducted
- The device's onboard memory is downloaded by the TASER liaison.

309.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of a deputy's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for TASER devices will be documented in the deputy's training file.

The Training Center is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

The Training Center should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of accidentally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the accidental application of probes near the head, neck, chest and groin.
- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.
- (h) Displaying an electrical arc to gain compliance.

Critical Incidents and Shooting, Member Involved

310.1 PURPOSE AND SCOPE

To establish policy and procedures for the notification of necessary personnel and the investigation of incidents whenever a member of this department is involved in a shooting or any other incident resulting in critical injury or death of a human being. The intent of this policy is to ensure that such incidents be investigated in a fair and impartial manner.

Nothing in this policy is intended to increase, modify, or in any way affect the current legal standards nor shall any deviation from these guidelines be considered a breach of any legal standard.

310.2 INVESTIGATION RESPONSIBILITY

The incident commander (IC) shall assume and maintain control of the incident. The IC shall have overall control of all personnel at the scene. This does not mean that the IC will control the investigation and the methods used. The Major Crimes Unit shall have overall control of the investigation and work as a branch under the IC. The Internal Affairs Unit will also work as a branch under the IC, in conjunction and consultation with the Major Crimes Unit. The IC shall be regularly briefed through the ICS command structure.

310.3 TYPES OF INVESTIGATIONS

Officer-involved shootings or critical incidents involve several separate investigations. The investigations may include:

- (a) A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This department may relinquish its criminal investigation to an outside agency with the approval of the Sheriff or an Assistant Sheriff.
- (b) A criminal investigation of the involved officer(s) conducted by an outside agency
- (c) A civil investigation to determine potential liability conducted by the involved officer's agency
- (d) An administrative investigation conducted by the involved officer's agency, to determine if there were any violations of department policy.

310.4 JURISDICTION

Jurisdiction is determined by the location of the shooting or critical incident and the agency employing the involved officer(s). The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings/critical incidents.

310.4.1 VENTURA COUNTY SHERIFF'S OFFICE DEPUTY WITHIN THIS JURISDICTION

The Ventura County Sheriff's Office is responsible for the criminal investigation of the suspect's actions, the civil investigation, and the administrative investigation. The criminal investigation of the officer-involved shooting or critical incident will be reviewed by the District Attorney's Office.

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The Major Crimes Captain, or designee, may at the Major Crimes Captain's discretion, notify the Major Crimes Section of the District Attorney's Office of the incident. The role of the District Attorney's representative is to provide advice and assistance to the Major Crimes Unit.

310.4.2 ALLIED AGENCY'S OFFICER WITHIN THIS JURISDICTION

The Ventura County Sheriff's Office is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the officer-involved shooting or critical incident will be conducted by Major Crimes.

310.4.3 VENTURA COUNTY SHERIFF'S OFFICE DEPUTY IN ANOTHER JURISDICTION

When the incident occurs within the jurisdiction of another agency, the Support Services Assistant Sheriff will determine the appropriate level of response. Responding personnel will offer assistance as requested by the responsible agency. The Internal Affairs Captain shall serve as liaison to outside agencies and the legal representatives of the involved members to ensure that the member's rights are protected.

310.4.4 INVESTIGATION RESPONSIBILITY MATRIX

The following table identifies the possible scenarios and responsibilities for the investigation of officer-involved shootings/critical incidents:

	Criminal Investigation of Suspect(s)	Criminal Investigation of Officer(s)	Civil Investigation	Administrative Investigation
VCSO Deputy in This Jurisdiction	VCSO Investigators	VCSO Investigators / District Attorney's Office	Sheriff's Special Counsel	VCSO Professional Standards Bureau
Allied Agency's Officer in This Jurisdiction	VCSO Investigators	VCSO Investigators / District Attorney's Office	Involved Officer's Department	Involved Officer's Department
VCSO Deputy in Another Jurisdiction	Decision made by agency where incident occurred	Decision made by agency where incident occurred	Sheriff's Special Counsel	VCSO Professional Standards Bureau

310.5 THE INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or member involved critical incident.

310.5.1 DUTIES OF INITIAL ON SCENE SUPERVISOR

Upon arrival at the scene of an officer-involved shooting or critical incident, the first uninvolved supervisor should:

- Take all reasonable steps to obtain emergency medical attention for all apparently injured individuals.
- Attempt to obtain a brief overview of the situation from any un-involved deputy(s).

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1. In the event that there are no un-involved deputies, the supervisor should attempt to obtain a brief voluntary overview from one involved deputy.
- (c) If necessary, the supervisor may administratively order any deputy from this department to immediately provide public safety information necessary to secure the scene and pursue suspects.
 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information.
- (d) Absent a voluntary statement from any deputy(s), the initial on scene supervisor should not attempt to order any deputy to provide other than public safety information.
- (e) Provide all available information to the watch commander and Sheriff's Communication Center (SCC). If feasible, sensitive information should be communicated over secure networks.
- (f) Take command of and secure the incident scene with additional personnel until relieved by a detective supervisor or other assigned personnel.
- (g) As soon as practical, involved deputies should be transported (separately, if feasible) to the station for further direction.
 1. The involved deputies shall be ordered not to discuss the incident with each other except department investigators assigned to the incident. (This shall not preclude involved parties from consulting with a representative of their choice.) All personnel are reminded that any conversation with involved members is not privileged communication and is subject to legal discovery.
 2. A Forensics Services Bureau technician will secure the weapon(s) of the involved officer(s) at the direction of Major Crimes. Internal Affairs will ensure that a replacement weapon is issued, if appropriate, with the appropriate instructions on the need to qualify with the new weapon before returning to duty.

310.5.2 WATCH COMMANDER DUTIES

Upon learning of an officer-involved shooting or critical incident, the watch commander shall be responsible for coordinating the initial response and making notification for incident.

310.5.3 NOTIFICATIONS

Dispatch a field supervisor to the location to secure the scene and ensure that the Incident Command System has been implemented.

Notify the affected area bureau commander, or designee.

Notify the Major Crimes Captain, or designee.

Notify the Internal Affairs Captain.

Notify the department chaplain, if requested.

Notify Sheriff's Special Counsel.

Notify VCDSA, if appropriate.

Ensure that a location is provided for the involved member(s) to be sequestered.

Notify the Peer Support Program (PSP) Captain and PSP Officer Involved Shooting (OIS) team member. (Refer to on-call list kept in the watch commander's office.)

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Media inquiries should be directed to the incident commander, or designee, until a press release has been drafted.

When the initial media release has been completed, the contents of the release should be read directly to the press without adding additional information

310.5.4 MEDIA RELATIONS

A single press release shall be prepared with input and concurrence from the supervisor and agency representative responsible for each phase of the investigation.

The identities of involved deputies will only be released after approval by the Sheriff or his designee, or as required by law. Moreover, no involved deputy shall be subjected to contact from the media (Government Code § 3303(e)) and no involved deputy shall make any comments to the press unless authorized by the Sheriff or his designee.

Law enforcement officials receiving inquiries regarding incidents occurring in other agency jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

310.5.5 INVOLVED OFFICERS

While awaiting the arrival of the Internal Affairs Captain and Major Crimes Captain, the incident commander shall ensure that the scene is protected with the same care as any major crime scene.

The following shall be considered for the involved deputy:

- (a) Any request for legal representation will be accommodated.
- (b) While discussions with licensed attorneys will be considered privileged as attorney-client Communications, no involved deputies shall be permitted to meet collectively or in a group with an attorney prior to providing a formal interview or report.
- (c) Discussions with departmental representatives (e.g., employee association) will be privileged only as to the discussion of non-criminal information however, no involved (officers/deputies) shall be permitted to meet collectively or in a group with a representative or attorney prior to providing a formal interview or report (Government Code § 3303(i)).
- (d) Upon notification from the watch commander, the Peer Support OIS member will confirm his/her response with the PSP Captain. The PSP OIS member will respond to where the involved deputy(ies) are being sequestered. The PSP OIS member will contact the Major Crimes detectives that are present with the involved department member(s). The PSP OIS member will, in coordination with the Major Crimes detectives, arrange to speak with the involved member(s) as soon as practical.

After contacting the involved department member(s) and providing them support, the PSP OIS member will contact the department psychologist by telephone and provide a verbal report of the meeting. The PSP OIS member will then prepare a follow up email regarding the contact and send it to the department psychologist and the PSP Captain. The email will include a phone number for the involved member(s) and schedule a debriefing of the incident.

- (e) Care should be taken to preserve the integrity of any physical evidence present on the deputy's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

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Detectives shall make reasonable accommodations to the deputy's physical and emotional needs (Government Code § 3303(d)).

310.6 THE SHOOTING OR CRITICAL INCIDENT CRIMINAL INVESTIGATION

310.6.1 DETECTIVE PERSONNEL

Once notified of an officer-involved shooting or critical incident, it shall be the responsibility of the Major Crimes captain to assign appropriate detective personnel to handle the investigation of related crimes. Detectives will be assigned to work with investigators from the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related departmental reports except administrative and/or privileged reports will be forwarded to the designated detective supervisor for approval. Privileged reports shall be maintained exclusively by those personnel authorized such access. Administrative reports will be forwarded to the appropriate assistant sheriff.

310.6.2 CRIMINAL INVESTIGATION

It shall be the policy of this department to notify the District Attorney's Office of any officer-involved shooting involving injury or death.

Detective personnel from this department may be assigned to partner with investigators from the District Attorney's Office so as to not duplicate efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators will be given the next opportunity to interview involved deputies in order to provide them with an opportunity to give a voluntary statement. The following shall be considered for the involved deputy:

- (a) Supervisors and Professional Standards personnel should not participate directly in any voluntary interview of deputies. This will not prohibit such personnel from monitoring such interviews or indirectly providing areas for inquiry.
- (b) If requested, any involved deputy will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney, prior to speaking with criminal investigators. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (c) Any voluntary statement provided by the deputy(s) will be made available for inclusion in the administrative or other related investigations.
- (d) If a member declines to give a voluntary statement, Professional Standards investigators shall compel a statement as soon as practical taking into consideration such things as sleep deprivation, officer injury or the magnitude of the trauma or stress.
- (e) Absent consent from the involved deputy or as required by law, no administratively compelled statement(s) will be provided to any criminal investigators.

310.6.3 REPORTS BY INVOLVED OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved deputies to provide sufficient

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information for related criminal reports to facilitate the apprehension and prosecution of those individuals (Government Code § 3304(a)).

While the involved deputy may write the report, it is generally recommended that such reports be completed by assigned investigators who should interview involved deputies as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved deputies should focus on evidence to establish the elements of criminal activities by involved suspects. Care should be taken not to duplicate information provided by involved deputies in other reports.

Nothing in this section shall be construed to deprive an involved deputy of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures, but should also be included for reference in the investigation of the officer-involved shooting or critical incident.

310.6.4 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or other major incident may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available personnel for the following:

- (a) Identify all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, deputies should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department personnel.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Assign available personnel to promptly contact the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to contact with deputies.

310.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or a critical incident, this department will conduct an internal administrative investigation to determine conformance with department policy. This investigation will be conducted under the supervision of the Professional Standards Bureau and will be considered a confidential peace officer personnel file.

- (a) Any deputy involved in a shooting or critical incident may be administratively

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compelled to provide a blood sample for alcohol/drug screening. Absent consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

- (b) If any deputy has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved deputy.
 - 1. If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of his or her prior statement before proceeding with any subsequent interview(s) (Government Code § 3303(g))
- (c) In the event that an involved deputy has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.
 - 2. If requested, the deputy shall have the opportunity to select an uninvolved representative to be present during the interview (Government Code § 3303(i)). However, in order to maintain the integrity of each individual [officer's/deputy's] statement, involved deputies shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - 3. Administrative interview(s) should be recorded by the investigator (the deputy may also record the interview) (Government Code § 3303(g)).
 - 4. The deputy shall be informed of all constitutional Miranda rights (Government Code § 3303(h)) and, assuming no voluntary waiver, will then be given an administrative order to provide full and truthful answers to all questions (Government Code § 3303(e)). The deputy shall be informed, however, that the interview will be for administrative purposes only and that the statement cannot be used criminally (The Lybarger or Garrity admonishment).
 - 5. The administrative interview shall be considered part of the deputy's confidential personnel file.
 - 6. Professional Standards shall compile all relevant information and reports necessary for the department to determine compliance with applicable policies.
 - 7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

CRITICAL INCIDENTS, POST PROCEDURE

311.1 PURPOSE AND SCOPE

To establish guidelines to assist on-duty members in coping with stress responses inherent in critical incidents.

311.1.1 PROCEDURES

- (a) When a Sheriff's Office member's actions while on-duty result in death or critical injury to another person:
 - 1. The Watch Commander will contact the Peer Support OIS member who will respond to the location. The PSP OIS member will, in coordination with Major Crimes detectives, arrange to speak with the involved member(s). The PSP OIS member will contact the department psychologist and schedule a debriefing of the incident.
 - 2. The Staff Psychologist will contact the involved member(s) for counseling and assessment regarding the psychological impact of the incident.
- (b) A Support Services Commander, or Internal Affairs Captain, shall have the authority to place the involved member(s) on mandatory administrative leave. The involved member(s) shall be referred for a mandatory Stress Management Consultation to the Psychological Services provider as selected by the Sheriff's Office.
- (c) The Staff Psychologist or Psychological Services provider may recommend any additional administrative leave deemed necessary for each involved member.
- (d) The Support Services Assistant Sheriff will determine the appropriateness and duration of extended mandatory administrative leave, based upon the findings of the preliminary investigation and recommendation of the Staff Psychologist.
- (e) The member(s), upon being placed on administrative leave, shall maintain contact with the Internal Affairs Captain, as directed, and may participate in follow-up contacts with the psychologist. Mandatory administrative leave and Stress Management Consultation are intended for the benefit of the member(s) and shall be no indication of fault or responsibility, nor shall it be related to the criminal investigation of the incident. All contact between the employee and psychologist or Psychological Services Provider will be confidential.
- (f) When an on-duty member's life has been in critical danger or the member has witnessed an unusually traumatic event:
 - 1. The member's supervisor shall meet with the member immediately following the incident and assess the need for counseling and/or other appropriate action. The supervisor will take one of the following actions:
 - a) Refer the employee to the appropriate Psychological Services provider for further counseling.

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- b) Recommend to the Internal Affairs Captain that the member be placed on Administrative Leave pending counseling.
- c) Sheriff's Office supervisors have the authority and responsibility to notify the Staff Psychologist, via the chain-of-command, regarding any member who exhibits apparent stress-related symptoms that adversely affects job performance.
- d) Many incidents that occur may be deemed significant enough to be used as a training resource.

NOTE: None of the above restricts the member from contacting their own counselor or from utilizing other county or Sheriff's Office services such as the Chaplain Corps or the Employee Assistance Program.

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312.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of firearms. The Sheriff or his or her designee shall approve all department firearms before they are acquired and utilized by any member of this department.

312.2 AUTHORIZED WEAPONS

No firearms will be carried that have not been thoroughly inspected by the Rangemaster. Except in an emergency, or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that weapon.

All other weapons, including but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by the department policy, may not be carried by personnel in the performance of their official duty without written authorization of the employee's Division Commander. This exclusion does not apply to the carrying of a single folding pocket knife that is not otherwise prohibited by law.

The following firearms are approved for use by deputies of this department:

312.2.1 DUTY FIREARMS

The department issued handgun is the double action/single action or double action only, semiautomatic handgun of Sig Sauer manufacture in calibers 9mm, .40, or .45. Any optional duty firearm carried on duty must meet the same criteria as the requirements set forth for the department issued handgun. The striker fired Sig Sauer P320 and any other striker fired variants of Sig Sauer manufacture are not authorized for use as an optional duty weapon or as an on duty back-up weapon, and may not be carried while on duty at any time.

312.2.2 OPTIONAL FIREARMS AND ACCESSORIES

Deputies desiring to carry an optional duty firearm, back-up or off-duty firearm are subject to the following restrictions:

- (a) Any optional "duty" firearm must conform to the same standard and be of 9mm, .40 caliber or 45 A.C.P.
- (b) The purchase of the firearm and accessories shall be the responsibility of the deputy.
- (c) The firearm shall be subject to inspection whenever deemed necessary.
- (d) The department shall provide approved ammunition for optional duty firearms.
- (e) Personnel shall qualify with the secondary firearm under range supervision. Deputies must demonstrate their proficiency, safe handling and serviceability of the firearm.
- (f) Personnel shall provide written notice of the make, model, color, serial number, and caliber of all optional duty, back-up and off-duty firearms to the Rangemaster.
- (g) The firearm shall be registered to the deputy through dealer registration or the Sheriff's Records Bureau.

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312.2.3 AUTHORIZED BACK-UP / OFF-DUTY FIREARM

The carrying of firearms by sworn deputies while off duty is permitted by the Sheriff, but may be rescinded should circumstances dictate (e.g., administrative leave). Sworn deputies who choose to carry a firearm while off duty with authority as a peace officer will be required to meet the following guidelines:

- (a) The firearm shall be of good quality and workmanship (e.g., Colt, Smith & Wesson, Browning, Sig-Sauer, etc.). Generally, the choice of caliber and manufacturer is left to the deputy.
- (b) Only one backup firearm may be carried at a time.
- (c) The purchase of the firearm and ammunition shall be the responsibility of the deputy.
- (d) The firearm shall be carried out of sight at all times and in such a manner as to prevent accidental cocking, discharge, or loss of physical control.
- (e) It will be the responsibility of the deputy to submit the firearm to the Rangemaster or Armorer for inspection and approval prior to being carried. The deputy must demonstrate proficiency in the handling and use of the firearm. The firearm shall be subject to inspection whenever deemed necessary. The deputy will successfully qualify with the firearm prior to it being carried.
- (f) A complete description of the firearm shall be contained on the qualification record.
- (g) Any member may receive authorization for more than one off-duty / back-up firearm, as long as the deputy meets all the requirements set forth in this policy for each firearm used.
- (h) When armed, whether on or off duty, officers shall carry their badge and department identification.

312.2.4 AMMUNITION

Member shall carry only department issued ammunition in firearms used on duty, excluding backup firearms. Members shall be issued new duty ammunition by the Rangemaster annually. Any other ammunition needs for unserviceable or depleted ammunition will be handled by the Rangemaster and the ammunition issued as needed.

Deputies carrying personally owned authorized firearms of a caliber differing from department issued firearms shall be responsible for maintaining their own ammunition.

312.2.5 ALCOHOL AND DRUGS

Firearms shall not be carried by any deputy who has consumed an amount of an alcoholic beverage or taken any drug that would tend to adversely affect the deputy's senses or judgment.

312.2.6 FIREARM FLASHLIGHT SYSTEMS/LASER SIGHTS

Firearm flashlight systems and/or laser sights may only be installed on a firearm carried on or off-duty after they have been examined and approved by the firearms staff. The deputy must qualify and demonstrate proficiency prior to use.

- (a) Any approved lighting system and/or laser sight shall only be installed in strict accordance with manufacturer specifications.
- (b) Upon approval the deputy shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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Except in an approved training situation, a deputy may only activate a laser sight when the deputy would otherwise be justified in pointing a firearm at an individual or other authorized target.

312.3 SAFE HANDLING OF FIREARMS

The intent of this policy is to promote proper firearm safety on and off duty. Employees shall maintain the highest level of safety when handling firearms and shall consider the following:

312.3.1 SAFETY CONSIDERATIONS

- (a) Deputies shall not unnecessarily display or handle any firearm.
- (b) Deputies shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster.
- (c) Handguns, shotguns and rifles shall be loaded and unloaded outside of the building and/or vehicle and pointed in a safe direction. "Clearing barrels" should be utilized when available.
- (d) Deputies shall not place or store any firearm or other weapon on department premises except where the place of storage is locked.
- (e) Any firearm authorized by the department to be carried on or off duty that is found by the deputy to be malfunctioning or needing service shall not be carried and shall be promptly presented to the department or Rangemaster for inspection. Any firearm determined to be in need of service or repair during an inspection by the department Rangemaster, will be immediately removed from service. If the firearm is the deputy's primary duty firearm, a replacement firearm will be issued to the officer until the duty firearm is again rendered serviceable.

312.3.2 STORAGE OF FIREARMS AT HOME

Deputies shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control in a manner that will keep them inaccessible to children and irresponsible adults.

Deputies shall be aware that negligent storage of a firearm could result in criminal prosecution under Penal Code § 25100.

312.4 STORAGE IN VEHICLES

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container which is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452).

If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, key lock, combination lock or other similar locking device (Penal Code § 25140).

Deputies are exempt from this requirement during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

312.5 FIREARMS QUALIFICATIONS REQUIREMENT

- (a) All sworn members of the Sheriff's Office, regardless of rank, shall qualify on the pistol range once during each two-month shooting period. An additional qualification shall be completed in the Force Options Simulator (FOS) at least once every 24 months in

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accordance with POST Perishable Skills Mandates. A modified FOS course may be utilized for captains and above. Qualification periods are January-February, March-April, May-June, July-August, September-October, and November-December.

- (b) If the deputy carried a backup weapon, the deputy shall qualify with the backup during each regular qualification. When qualifying with a backup weapon, deputies shall draw the weapon from the same method of carry they use while on duty.
- (c) To facilitate proficiency objectives, the Department may conduct different types of training during any given qualification period. Occasionally, a technical or informational session may be planned for a qualification period.
- (d) The Firearms Safety Committee shall approve all courses of fire to be performed on the range. A range qualification score shall be determined in advance by the Firearms Safety Committee, and shall be posted in the bimonthly bulletin.

SHOOTING MEDALS

- (a) Shooting medals will be issued as follows:
 - 1. Marksman: 70 - 79, Sharpshooter: 80 - 90, Expert: 91 - 96, Master: 97 - 100
- (b) Deputies will be awarded a specific medal based on the average score of four (4) consecutive qualification periods in the twelve months immediately preceding the date the medal is requested. FOS scenarios are not included in this calculation. Deputies graduating from the Training Center will be given a shooting badge equivalent to the final qualification score during the Training Center program, not to exceed the level of Expert. Lateral transfers shall be given a marksman shooting medal upon initial qualification.
- (c) If deputies qualify more than once during a qualification period. The highest score obtained during that qualification period will be used towards awarding the medal.

312.5.1 NON QUALIFICATION

If any deputy is unable to qualify for any reason, including injury, illness, duty status, or scheduling conflict, that deputy shall notify his or her immediate supervisor in writing prior to the end of the required shooting period.

Members who repeatedly fail to qualify will be relieved from field assignment and appropriate disciplinary action may follow.

Sworn members will have up to three attempts to qualify. Failure to qualify will result in the following:

- (a) Remedial training will be given immediately by the firearms staff.
- (b) Remedial training will be followed by a minimum standards test.
- (c) Failure to pass the minimum standards test will result in notification to the Professional Standards Commander by the Training Center Captain or watch commander. The sworn member shall be removed from field duty and temporarily re-assigned.
- (d) Remedial training will be scheduled by the firearms staff for a period of two weeks. Remedial training will consist of one on one instruction as needed to enhance their skills and proficiency. If the sworn member is unable to pass the minimum standards test after remedial training, they shall be deemed unfit for duty and subject to termination.
- (e) The sworn member will be returned to field duty upon passing the minimum standard test. The member shall be required to qualify monthly until they demonstrate continued proficiency for six months.

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- (f) Any sworn member may be assigned to attend the handgun update course by the range staff.

COMPLIANCE

An unexcused failure to comply with the range requirement will result in disciplinary action. A letter of reprimand will be placed into the deputy's personnel file upon the first failure to comply.

Upon a second failure to comply within a twelve-month period from occurrence date, a one-day suspension will be imposed, in addition to a mandatory qualification. Deputies who fail to comply with range requirements within twelve months of receiving a suspension for a violation of this policy, will be subject to progressive discipline, including removal from field duty and suspension of the privilege to carry a weapon off-duty.

Captains and above will receive discipline in accordance with their respective Memorandum of Agreement or County policy.

Deputies shall not be exempted from the requirements of this policy other than for medical reasons, or those on leaves of absence. Special circumstances preventing deputies from complying with this policy must be explained by a memorandum addressed to the respective bureau commander.

312.6 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the deputy reasonably believes that they appear necessary, effective and reasonably safe.

312.7 DESTRUCTION OF ANIMALS

Deputies are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances in which deputies have sufficient advance notice that a potentially dangerous animal may be encountered, deputies should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any deputy from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

312.7.1 INJURED ANIMALS

With the approval of a supervisor, a deputy may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical (Penal Code § 597.1(e)). Injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made (Penal Code § 597.1(b)). Injured dogs and cats found without their owners cannot be destroyed under the law and every reasonable effort should be taken to have the dog or cat transported to an appropriate veterinary facility (via County Animal Services or other means) for determination of whether it should be treated or humanely destroyed.

312.8 REPORT OF FIREARM DISCHARGE

This policy applies to any department member who unintentionally discharges a firearm, not in the presence of a person suspected of committing a crime, under the following circumstances:

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- (a) All incidents where a department member is on duty (including off duty hours where the member is acting in the capacity of a peace officer) regardless of the type of firearm, including shotguns and less lethal bean bag weapons.
- (b) All incidents occurring on county property or at any department sanctioned event, regardless of the type of firearm.
- (c) All incidents occurring off-duty and the firearm involved is issued by the department, or approved for use on-duty or off-duty by the department, including optional on-duty and back-up firearms.
- (d) The intent of this policy is to identify incidents where a member of this department discharges a firearm due to negligent handling or faulty equipment, not in the presence of a suspect.

This policy does not apply to the unintentional discharge of a firearm that takes place on the firing line at a range or other training facility when the firearm is pointed in a safe direction.

Anytime a firearm is unintentionally discharged by a department member under the conditions described above, the following shall occur:

- (a) The member shall immediately determine if anyone was injured and, if necessary, render aid and/or appropriate emergency medical services.
- (b) The member shall immediately notify a supervisor. As soon as practical, the member shall write a memorandum detailing the event and submit it to the supervisor.
- (c) As soon as practical, the supervisor shall obtain and submit the involved firearm, any other item which may have contributed to the discharge (such as a holster, etc.), and a copy of all related documentation to the Training Center Captain.
- (d) The Training Center Captain shall arrange for replacement of the firearm, or related equipment, as needed.
- (e) The Training Center Captain will be responsible for notifying the Professional Standards Commander.
- (f) The Professional Standards Commander is responsible for notifying the Support Services Assistant Sheriff.
- (g) The Training Bureau shall arrange for a qualified department armorer to conduct an inspection of the firearm to determine if a mechanical malfunction could have been responsible for, or contributed to, the discharge. The person conducting the inspection shall write a memorandum describing:
 - 1. The mechanical condition of the firearm and any related equipment.
 - 2. The apparent cause(s) of the discharge and any recommendations regarding the firearm or equipment.
 - 3. Any needed training of the involved member.
- (h) The department armorer shall forward his or her findings to the Training Center Captain, who will forward it to the Firearms Safety Committee Chair for review with comments. As needed, the Firearms Safety Committee Chair shall seek the expertise of a qualified expert should the firearm or other factors exceed the capabilities of the department armorer.
- (i) The Firearms Safety Committee Chair shall forward the committee's findings to the Professional Standards Commander for disposition.

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- (j) Members are considered negligent if their actions in any way contributed to the discharge, or the discharge occurred during the course of some prohibited or unsafe behavior such as loading or unloading the firearm in an unauthorized area.
- (k) When a negligent discharge occurs, the responsible party shall be required to participate in remedial training and may be subject to progressive discipline. The appropriate level of training and discipline shall be determined on a case-by-case basis by the Professional Standards Commander after an appropriate investigation is conducted.
- (l) After a determination has been made regarding a disposition of the incident, the Training Center shall contact the responsible member and schedule remedial training if the discharge was due to negligent handling of the firearm. The member must successfully complete the remediation training that shall be documented by the firearms staff member conducting the training.
- (m) A memo detailing the training given and the member's ability to safely manipulate and operate the firearm at the completion of training shall be maintained in the member's training file. Successful completion of remedial training shall not preclude the imposition of further sanctions as provided in section 'k' above.

312.9 FIREARMS COMMITTEE

The Firearms Committee reviews policies and makes recommendations on issues related to firearms, firearms instruction, use of force equipment, and safety including, but not limited to, design, evaluation and documentation of instruction (both basic and in-service).

RESPONSIBILITIES

- (a) Review of incidents involving the intentional discharge of a firearm while on duty, which occurs at a location other than a Sheriff's range facility.
- (b) Review of any non-intentional discharge of a firearm, whether on or off duty, which occurs at a location other than a range, shooting or hunting facility.
- (c) Review of any non-intentional discharge of a firearm, which results in any personal injury or property damage.
 - 1. The above reviews shall be conducted by the Firearms Committee upon endorsement by the Support Services Assistant Sheriff or designee, either during the internal affairs/administrative investigation or after the conclusion of such investigation.
- (d) Review and recommend modifications in department firearms equipment inclusive of weapons, ammunition, holsters, etc.
- (e) Review and recommend modifications to the Sheriff's range facility with respect to layout and construction.
- (f) Development, evaluation, and oversight of firearms training inclusive of basic academy, in-service, and bi-monthly qualification. These functions shall be conducted in cooperation with the Training Center Captain.

PROCEDURE FOR EQUIPMENT EVALUATION

- (a) No firearms, holster, ammunition or related equipment shall be used by deputies unless approved for use by the department.

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- (b) All requests for evaluation shall be sent to the Training Center Captain for submission to the Firearms Committee. All recommendations will be forwarded to the Sheriff or designee for approval.
- (c) Any equipment approved by the Firearms Committee will be documented on a memorandum and posted on the Intranet, "Approved Equipment."
- (d) Review of any non-intentional discharge of a firearm by an employee of another law enforcement agency resulting in injury while utilizing a Sheriff's range facility.

312.10 MAINTENANCE AND REPAIR

Firearms carried on duty shall be maintained in a clean, serviceable condition. Since the use of personally owned weapons is at the option of the individual deputy, that deputy will be responsible for the furnishing, maintenance and repair of such weapon.

312.10.1 REPAIR OR MODIFICATIONS OF DUTY WEAPONS

The department armorer at the Sheriff's Range shall be the only person authorized to repair or modify any department-owned weapon. All repairs and/or modifications of department issued weapons not performed by the department armorer must be approved in advance by the armorer and accomplished by a department approved gunsmith.

Any repairs or modifications to the deputy's personally owned weapon shall be done at his or her expense and must be approved by the Rangemaster.

312.11 SHOTGUN

This policy is to standardize the manner in which the shotgun is to be utilized and carried.

312.11.1 AMMUNITION

Only department issued ammunition is approved for use in the shotgun.

312.11.2 SERVICE CHECKS

Service checks will be conducted at the beginning of each shift.

312.11.3 CRUISER CARRY

When not deployed, shotguns shall be in "cruiser carry" condition and properly secured in a locking weapons rack or in the trunk of a vehicle without a locking weapons rack.

"Cruiser Carry"

- Safety in the "On" position
- Chamber empty
- The trigger has been depressed so the hammer is no longer in the cocked position
- Four rounds of department issued ammunition loaded in the magazine tube

312.11.4 CARRYING ADDITIONAL AMMUNITION

Additional shotgun shells will be carried only in the department provided carrying devices located on the shotgun.

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312.11.5 QUALIFICATION

On-duty deputies and investigators are required to qualify with the duty shotgun contained in the department vehicle.

312.11.6 CLEANING

The shotgun shall be cleaned after qualification. Supervisors shall be responsible for ensuring the shotguns are inspected, cleaned and in good working order.

312.11.7 TACTICAL RIFLE (DEPARTMENT ISSUED)

SPECIFICATIONS - Only weapons and ammunition that meet agency authorized specifications, approved by the firearms committee, may be utilized by deputies. The authorized patrol rifle issued by the department is the Colt M-16 A1 and Colt AR-15 in 223 caliber. Refer to the Approved Firearms Equipment List on the Sheriff's Intranet for specifics.

AUTHORIZATION FORM - A tactical rifle authorization form must be completed and submitted per this policy prior to a member carrying a department issued tactical rifle on duty.

http://sheriff1/shfweb2/documents/forms/PM_Tactical_Authorization_Form.pdf

Optics are only approved for the use with department approved tactical rifles. The optics must be of quality manufacture (i.e. Leupold, Aimpoint, Trijicon, Eotech, etc.).

A privately purchased tactical rifle requires a separate process. (Refer to section 312.10.14 below.)

312.11.8 INSPECTION & RIFLE MAINTENANCE

The initial inspection of tactical rifles, whether department issued or privately purchased, will occur at the beginning of the mandatory POST 24-hour Tactical Rifle Course.

It will be the responsibility of the individual deputy to care for and maintain all issued equipment. The deputy's weapon will be cleaned after every range qualification or firing of the weapon. Deputies are only authorized to take the weapon apart to the condition known as "field stripping" for cleaning; all other maintenance or modifications shall only be performed by department armorers.

312.11.9 TRAINING

Deputies shall not carry or utilize the tactical rifle unless they have successfully completed departmental training. This training shall consist of an initial 24-hour POST approved tactical rifle-training program. Deputies shall thereafter be required to successfully complete a bi-monthly qualification. Any deputy who fails to qualify or who fails to successfully complete department sanctioned training/qualification sessions will no longer be authorized to carry the patrol rifle without successfully completing the tactical rifle update course.

312.11.10 WEAPONS QUALIFICATION

(a) If a deputy fails to demonstrate competency with the tactical rifle by not obtaining a minimum qualifying score at the range during the two-month qualification period, the following protocol shall occur:

1. The Rangemaster will notify the deputy and the information will be documented on a Firearms Qualification Record Form.
2. The deputy will be given a copy of the Firearms Qualification Record Form.

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3. If the department issued the tactical rifle, the rifle will be immediately relinquished at the range until the deputy receives additional training.
 4. If the deputy owns the tactical rifle, the deputy will not be authorized to carry the weapon.
 5. The Training Center's in-service sergeant, or designee, will be notified of the deputy's failure and will notify the deputy when the next available tactical rifle update course is scheduled.
 6. Upon the successful completion of an 8-hour tactical rifle update course, the member may be authorized to carry a department or personal tactical rifle as prescribed in this policy.
- (b) An unexcused failure to comply with the tactical rifle range requirement will result in the member not being allowed to carry a tactical rifle while on duty.
1. The Professional Standards Commander will send a letter to the member's commander indicating the member is not authorized to carry a tactical rifle while on duty. The member's commander or designee will serve the letter to the member.
 2. Members shall not be exempted from the requirements of this order other than for medical reasons, and those on leaves of absence. Special circumstances preventing members from complying with this order must be explained by memorandum addressed to the respective bureau commander. Members who are excused due to medical reasons or leaves of absence, must still qualify with the weapon prior to carrying the weapon on duty.
 3. If the tactical rifle is department issued, the member will be ordered to return the tactical rifle into the range by their commander or designee.
 4. If the member owns the tactical rifle, either their commander or designee will order them not to carry the weapon while on duty.
 5. The Training Center in-service sergeant or his/her designee will be notified of the failure and the member will not be allowed to carry the rifle until the member has qualified with the tactical rifle.
 6. Upon the successful range qualification, the member may be authorized to carry a department or personal tactical rifle as prescribed in this policy.

312.11.11 DISCHARGE OF THE TACTICAL RIFLE

The discharge of the tactical rifle shall be governed by the Department's Deadly Force Policy, Policy Manual § 300.

312.11.12 CRUISER CARRY

After completing a service or function check, the weapon shall be stored and carried in the following condition: a. Chamber empty with the safety on; b. Magazine, downloaded two rounds from maximum capacity, locked into the magazine well, a spare magazine stored in the attached magazine pouch and the dust cover closed.

312.11.13 CARRY

- (a) Tactical rifles and all the other issued equipment are to be contained and stored in the issued cases and shall be kept in the trunks of the vehicles during shifts unless the vehicle is outfitted with a department-approved rifle lock installed by Fleet Services. During off-duty hours the weapons shall be removed from the vehicles and stored in a

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safe place, such as a locker at the station, a gun safe at home, or another secure location at work.

- (b) Deputies assigned take-home vehicles may keep the tactical rifle inside the locked trunk. Vehicles without trunks can have a lockable box or locking device installed. The tactical rifle shall be removed when the vehicle is serviced.

312.11.14 PRIVATELY PURCHASED TACTICAL RIFLE

Non-probationary sworn personnel are eligible to privately purchase one (1) California Department of Justice "On-List assault rifle" (a banned weapon except for authorized law enforcement and military usage) for the purposes of carrying the tactical rifle in the field while on-duty. Deputies currently in non-field assignments, who receive authorization, may also purchase one On-List assault rifle with the understanding that they shall comply with all other provisions of this policy (e.g., attending the Tactical Rifle Course and qualifying with the rifle bi-monthly).

These requirements must be followed the entire time a sworn member of this department possesses a California Department of Justice "On-List assault rifle. For example, if a deputy decides that he/she no longer wants to carry the rifle in the field and/or qualify with it bi-monthly, the California DOJ registration will no longer be sanctioned by the department. At that point, the deputy shall relinquish the weapon through sale, destruction, or modification of the rifle to civilian legal status. When this occurs, the deputy shall unregister the weapon with California DOJ and provide proof to Sheriff's Human Resources (Professional Standards).

In order to privately purchase an "On-List" assault rifle, two department forms are required, the Gun Waiver Application Form: (http://sheriff1/shfweb2/documents/forms/HR_Gun_Waiver_Letter_Application_Form.pdf) and the Assault Rifle Addendum Form: (http://sheriff1/shfweb2/documents/forms/HR_Assault_Rifle_Addendum.pdf) Both forms must be sent to Sheriff's Administration (Support Services/Professional Standards) for processing. The Professional Standards Captain shall review the application to ensure that there is no performance or conduct issues that may preclude the deputy from possessing a department authorized, privately owned assault rifle.

Upon approval, the Gun Waiver Letter Application Form will cause the issuance of a "gun letter," signed by the Sheriff that authorizes the purchase of one "On-List" assault rifle and high capacity magazines as well as authorizing the waiver of any waiting period. The deputy shall register the rifle with the California Department of Justice (Form FD 023) no later than 90 days after date of acquisition.

The Assault Rifle Addendum Form specifies the various departmental and legal requirements the deputy must adhere to as a result of possessing a privately owned assault rifle. **This includes the following: attending the 24-hour POST Tactical Rifle Course as soon as practicable after obtaining the rifle, qualifying with the rifle at every bi-monthly shooting period after completing the course, and carrying the rifle in the field any time the deputy is in a field assignment.**

An inspection of the rifle is required prior to qualification and deployment. This inspection shall occur at the beginning of the POST 24-hour Tactical Rifle Course to ensure the rifle complies with department specifications. Specific requirements for the rifle are as follows:

- (a) The department armorer must inspect the personally owned rifle. The rifle must be configured in the same manner as the department tactical rifle. Approved rifles are Colt A-2 or A-3, A-4 model, an equivalent clone of another manufacturer, or the SigSauer SIG516, gas-piston, patrol rifle. The rifle barrel length shall be from 16 to 20 inches in length and all weapon parts will be to military specifications, except for the SIG 516.

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- (b) The rifle shall be equipped with a sling, magazine pouch and tactical light. A carrying case and cleaning gear is also required.
- (c) All rifles shall have a reserve open sight for backup use in the event of an optic failure.
- (d) Rifles will maintain the same color scheme as department issued patrol rifles, which is standard black.
- (e) The deputy is responsible for the cost, care and maintenance of the personally owned rifle. For Additional approved equipment for the tactical rifle, refer to the "Firearms List" icon on the Sheriff's Intranet:
http://sheriff1/shfweb2/documents/Approved_Firearms_Equipment_List.pdf

312.11.15 EXEMPTION

This policy does not apply to equipment carried by or utilized by specialized units of the department such as SWAT or TRT.

312.12 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to personnel who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure purposes.
- (b) Deputies must carry their Department identification card which must contain a full-face picture, the deputy's signature and the signature of the Sheriff or the official seal of the Department and must present this identification to airline officials when requested. The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).
- (c) The Ventura County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Ventura County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message to airport personnel as authorization to travel while armed on the day of travel.
- (d) An official letter signed by the Sheriff authorizing armed travel must accompany the deputy. The letter must outline the deputy's need to fly armed, must detail his/ her itinerary, and should include that the deputy has completed the mandatory TSA training for law enforcement officer flying while armed.
- (e) Deputies must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check-in counter.
- (g) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputies must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

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- (h) Deputies should not surrender their firearm but should try to resolve any problems through the flight captain, ground security manager or other management representative of the air carrier.
- (i) Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

312.13 CARRYING FIREARMS OUT OF STATE

Qualified active deputies and qualified retired deputies (see Policy Manual § 220) of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC 926B and C):

- (a) The deputy shall carry his/her Department identification card whenever carrying such weapon.
- (b) Qualified retired deputies shall also carry certification of having met firearms qualification within the past 12 months.
- (c) The deputy is not the subject of any current disciplinary action.
- (d) The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (e) The deputy will remain subject to this and all other Department policies (including qualifying and training).

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Visiting active and retired peace officers from other states are subject to all requirements set forth in 18 USC 926B and C.

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314.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide deputies with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to reduce the potential for pursuit-related collisions. Vehicular pursuits require deputies to exhibit a high degree of common sense and sound judgment. Deputies must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing deputies. Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Deputies must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Deputies' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable deputy would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

314.1.1 VEHICLE PURSUIT DEFINED

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to a deputy's signal to stop.

314.2 DEPUTY RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with red light and siren as required by Vehicle Code § 21055 for exemption from compliance with the rules of the road. The following policy is established to provide deputies with guidelines for driving with due regard and caution for the safety of all persons using the highway as required by Vehicle Code § 21056.

314.2.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to deputies, innocent motorists and others.

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- (c) Apparent nature of the fleeing suspects (e.g., whether the suspects represent a serious threat to public safety).
- (d) The identity of the suspects has been verified and there is comparatively minimal risk in allowing the suspects to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing deputies familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor and the driving capabilities of the pursuing deputies under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources such as helicopter assistance.
- (l) The sheriff's unit is carrying passengers other than sheriff's deputies. Pursuits should not be undertaken with a prisoner in the police vehicle.

314.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the deputy or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in § 314.2.1 of this policy are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Deputies and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed in § 314.2.1 of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing deputies and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Deputy's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
- (e) There are hazards to uninvolved bystanders or motorists.
- (f) If the identity of the offender is known and it does not reasonably appear that the need

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for immediate capture outweighs the risks associated with continuing the pursuit, deputies should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

- (g) Pursuit is terminated by a supervisor.

314.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the deputy and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, deputies and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the deputy.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

314.3 PURSUIT UNITS

Pursuit units should be limited to three vehicles (two units and a supervisor); however, the number of units involved will vary with the circumstances. A deputy or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of deputies involved would be insufficient to safely arrest the suspects. All other deputies should stay out of the pursuit, but should remain alert to its progress and location. Any deputy who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

314.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lightings should replace a sheriff's motorcycle as primary and/or secondary pursuit unit as soon as practical.

314.3.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with red light and siren are generally prohibited from initiating or joining in any pursuit. Deputies in such vehicles, however, may become involved in emergency activities involving serious crimes or life threatening situations. Those deputies should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by Vehicle Code § 21055 do not apply to deputies using vehicles without emergency equipment.

314.3.3 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to themselves or other persons.

Notify Sheriff's Communication Center (SCC) that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit
- (b) Location and direction of travel

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- (c) Speed of the fleeing vehicle
- (d) Description of the fleeing vehicle and license number, if known
- (e) Number of known occupants
- (f) The identity or description of the known occupants
- (g) Information concerning the use of fire arms, threat of force, injuries, hostages or other unusual hazards

Unless relieved by a supervisor or secondary unit, the deputy in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary deputy should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

314.3.4 SECONDARY UNITS RESPONSIBILITIES

The second deputy in the pursuit is responsible for the following:

- (a) The deputy in the secondary unit should immediately notify the dispatcher of entry into the pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary deputy, or if the primary unit is unable to continue the pursuit.
- (c) The secondary deputy should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

314.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Deputies, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 - 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 - 2. Pursuing units should exercise due caution when proceeding through controlled intersections.
- (c) As a general rule, deputies should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:
 - 1. Requesting assistance from an air unit.
 - 2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
 - 3. Requesting other units to observe exits available to the suspects.
- (d) Notifying the California Highway Patrol (CHP) and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.

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- (e) Deputies involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

314.3.6 TACTICS /PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Deputies are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Deputies should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

314.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

314.3.8 AIRCRAFT ASSISTANCE

When available, Sheriff's helicopter assistance should be requested. Once the Sheriff's helicopter has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of helicopter assistance when determining whether to continue the pursuit.

The Sheriff's helicopter should coordinate the activities of resources on the ground, report progress of the pursuit and provide deputies and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the Sheriff's helicopter determines that it is unsafe to continue the pursuit, the helicopter has the authority to terminate the pursuit.

The term "Sheriff's helicopter" also includes the use of allied agencies airplane or helicopters.

314.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving deputies from this department.

The field supervisor of the deputy initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon becoming aware of a pursuit, immediately ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.

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- (b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercising management and control of the pursuit even if not engaged in it.
- (d) Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.
- (e) Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.
- (f) Ensuring that aircraft are requested if available.
- (g) Ensuring that the proper radio channel is being used.
- (h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (i) Controlling and managing VCSO units when a pursuit enters another jurisdiction.
- (j) Preparing post-pursuit critique and analysis of the pursuit for training purposes.

314.4.1 WATCH COMMANDER RESPONSIBILITY

Upon becoming aware that a pursuit has been initiated, the watch commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The watch commander has the final responsibility for the coordination, control and termination of a motor vehicle pursuit and shall be in overall command.

The station captain shall review all pertinent reports for content and forward to the appropriate commander.

314.5 COMMUNICATIONS

If the pursuit is confined within the county limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, the SCC Supervisor will coordinate radio communications as needed.

314.5.1 COMMUNICATION CENTER RESPONSIBILITIES

Upon notification that a pursuit has been initiated, the Sheriff's Communications Center (SCC) will:

- (a) Coordinate pursuit communications of the involved units and personnel;
- (b) Notify and coordinate with other involved or affected agencies as practical;
- (c) Ensure that a field supervisor is notified of the pursuit;
- (d) Document all pursuit activities in CAD;
- (e) Broadcast pursuit updates as well as other pertinent information as necessary;
- (f) Notify the watch commander as soon as practical.

314.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

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314.6 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary deputy or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary deputy or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

314.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Ventura County Sheriff's Office is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of deputies at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this department, the CHP should relinquish control.

314.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit
- (b) Circumstances serious enough to continue the pursuit
- (c) Adequate staffing to continue the pursuit
- (d) The public's safety within this jurisdiction
- (e) Safety of the pursuing deputies

As soon as practical, a supervisor or the watch commander should review a request for assistance from another agency. The watch commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by deputies of this department will terminate at the county limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

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In the event that a pursuit from another agency terminates within this jurisdiction, deputies shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

314.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, ramming or roadblock procedures. In this context, ramming shall be construed to mean maneuvering the sheriff's unit into contact with the pursued vehicle to mechanically disable or forcibly position it such that further flight is not possible or practical.

314.7.1 WHEN USE IS AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, deputies/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the deputies and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the deputy at the time of the decision.

It is imperative that deputies act within the bounds of legality, good judgment and accepted practices.

314.7.2 DEFINITIONS

Blocking or Vehicle Intercept - A slow speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit. Deputies are prohibited from using the PIT maneuver.

Ramming - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

Roadblocks - A tactic designed to stop a violator's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator's vehicle.

Spikes or Tack Strip (STOP STICK) - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

314.7.3 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Deputies should not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any deputy from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

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314.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the deputies, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Deputies shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

- (a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when deputies reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed after giving consideration to the following:
 - 1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, deputies, or other members of the public.
 - 2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
 - 3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
 - 4. The target vehicle is stopped or traveling at a low speed.
 - 5. At no time should civilian vehicles be used to deploy this technique.
- (b) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the deputy's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct deputies in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:
 - 1. The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.
 - 2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
 - 3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.
- (c) As with all intervention techniques, pursuing deputies should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to deputies, the public and occupants of the pursued vehicle.
- (d) The use of spike strips should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Deputies should carefully consider the limitations of such devices as well as the potential risks to deputies, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children, deputies and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

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- (e) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor and only the n under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, deputies or other members of the public.

314.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Deputies shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor, the primary deputy should coordinate efforts to apprehend the suspects following the pursuit. Deputies should consider safety of the public and the involved deputies when formulating plans to contain and capture the suspects.

314.8 REPORTING REQUIREMENTS

The following reports should be completed upon the completion of all pursuits:

- (a) The primary deputy shall complete appropriate crime/arrest reports.
- (b) The area Sergeant and / or the Watch Commander shall ensure an Allied Agency Vehicle Pursuit Report (form CHP 187A) is completed and forwarded to the area Commander to be reviewed. The CHP 187A form will be forwarded to Professional Standards and filed with the CHP either electronically or on paper not later than 30 days after the pursuit.

REPORTING REQUIREMENTS WHEN ASSISTING ALLIED AGENCIES

When a deputy or deputies actively assist, (such as apprehending suspects, closing off roadways, blocking traffic or assisting in placing spike strips), an allied agency in a pursuit, the deputy shall contact their field supervisor or watch commander and discuss their involvement and actions during the pursuit. The field supervisor or watch commander shall determine whether or not the deputy or deputies involved will be required to document their actions in an Incident Report.

314.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, all sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to deputies and others (Vehicle Code § 17004.7(d)).

314.8.2 POLICY REVIEW

Each sworn member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member's training file.

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314.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

314.10 POST PURSUIT VEHICLE INSPECTION

- (a) Sheriff's vehicles involved in high-speed pursuits are subjected to extreme driving conditions. Because of those extreme driving conditions, it is necessary to inspect the vehicle for wear or damage and to ensure the vehicle is mechanically safe for continued use.
- (b) At the conclusion of a high-speed pursuit, the vehicle will be taken out of service for a mechanic's post-pursuit inspection. The determination of what constitutes a high-speed pursuit must be made by the field supervisor after debriefing the deputy involved in the pursuit.
- (c) Consideration shall be made as to:
 - 1. Duration of the pursuit;
 - 2. Speeds attained;
 - 3. Frequency of rapid acceleration/deceleration;
 - 4. Hard Braking;
 - 5. Any impact to the vehicles' undercarriage, front end, or drivetrain.
- (d) Vehicles requiring a mechanic's post-pursuit inspection shall be taken out of service utilizing the GSA FLEET SERVICES form. In the box provided for "other problems" indicate "Mechanic's Post-Pursuit Inspection." If information is known regarding any impact to the undercarriage or front end it shall be noted. The duration of the pursuit and speed attained shall also be noted.
- (e) The Professional Standards Bureau shall ensure a copy of the CHP 187 report is filed and the original is sent to the CHP as requested on the reverse of the form within 30 days of the incident.

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Code 3 Response

316.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

316.2 COMMUNICATION WITH SCC

The Sheriff's Office recognizes the advancement in technology and its ability to assist with communications between deputies in the field, supervisors, and dispatchers. The use of the "Silent Dispatch" and GPS functions in the MDT will help alleviate unnecessary radio traffic during emergency situations and is encouraged to be utilized during these times. These functions will satisfy the SCC notification requirements referred to in this policy.

316.3 RESPONSE TO CALLS

Deputies dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Deputies responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the deputy of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Deputies should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Deputies not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

316.4 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of deputies, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting deputy shall immediately notify Sheriff's Communications Center (SCC).

If circumstances permit, the requesting deputy should give the following information:

- The unit call sign
- The location
- The reason for the request and type of emergency
- The number of units required

316.4.1 NUMBER OF UNITS ASSIGNED

Normally, two units should respond to an emergency call Code-3 unless the Watch Commander or field supervisor authorizes an additional unit(s).

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316.5 INITIATING CODE 3 RESPONSE

If a deputy believes a Code-3 response to any call is appropriate, the deputy shall immediately notify Sheriff's Communications Center (SCC). Should another deputy believe a Code-3 response is appropriate, Sheriff's Communications Center (SCC) shall be notified.

316.6 RESPONSIBILITIES OF RESPONDING DEPUTY(S)

Deputies shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Deputies shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the deputy. If, in the deputy's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the deputy may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the deputy should immediately notify Sheriff's Communications Center (SCC). A deputy shall also discontinue the Code-3 response when directed by a supervisor.

316.6.1 EMERGENCY LIGHTS

(a) Rear Facing Lights

The use of only rear facing emergency lights to pass through a red traffic signal or stop sign, exceed the posted speed limit or otherwise violate the provisions of the rules of the road in the Vehicle Code is prohibited.

(a) Red Lights

Other than operating Code-3, the forward facing red warning light(s) shall not be displayed other than when necessary for effecting vehicle or pedestrian stops, protecting the scene of an incident or situation where an extreme hazard exists, blocking a roadway or special event situations such as parades, equipment demonstrations, etc.

316.7 COMMUNICATIONS RESPONSIBILITIES

A SCC dispatcher shall assign a Code-3 response when a deputy requests emergency assistance or a available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the watch commander or a field supervisor prior to assigning units Code-3. The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance
- (b) Immediately notify the watch commander
- (c) Confirm the location from which the unit is responding
- (d) Notify and coordinate allied emergency services (e.g., fire and ambulance)
- (e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
- (f) Control all radio communications during the emergency and coordinate assistance.

316.8 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the watch commander or the field supervisor shall verify the following:

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Code 3 Response

- (a) The proper response has been initiated
- (b) No more than those units reasonably necessary under the circumstances are involved in the response
- (c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the watch commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

316.9 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the deputy must terminate the Code-3 response and respond accordingly. In all cases, the deputy shall notify the watch commander, field supervisor, or Sheriff's Communications Center (SCC) of the equipment failure so that another unit may be assigned to the emergency response.

316.10 CODE 3 SELF INITIATE

Deputies may self-initiate a Code-3 response subject to the aforementioned "Code-3" criteria, with due consideration for vehicle traffic conditions, pedestrians, location, time of day, road and environmental conditions.

All deputies must immediately notify SCC Communications that they are proceeding Code-3.

"CODE 999" EMERGENCY ASSISTANCE

317.1 PURPOSE AND SCOPE

To establish guidelines for requesting emergency assistance, "Code 999".

317.1.1 DEFINITION

"Code 999" is a radio call that is used by any member of this department when emergency field assistance is urgently needed.

317.2 PROCEDURES

(a) Member Requesting

1. Give unit identifier or call sign, location, nature, and as much additional information as possible to ensure an adequate response.

(b) Radio Dispatcher

1. Immediately broadcast a 10-33 and repeat "Code 999" with all relevant information, i.e., unit identifier, location, and circumstances, if known.
2. Dispatch two units, initially, Code 3.

(c) Watch Commander

1. Evaluate the incident using available information and monitor dispatch to ensure that the appropriate type and number of resources are deployed.
2. Evaluate the need for outside agency resources.

(d) Other options:

1. Hold a shift over
2. Call next duty shift to work early
3. Request intradepartmental assistance.
4. Activation of S.W.A.T. or T.R.T
5. Invoke Mutual Aid

317.2.1 INCIDENT DOCUMENTATION

In addition to required reports, a memorandum summarizing the incident shall be completed by the on-scene supervisor and forwarded via channels to the Sheriff.

Canine Program

318.1 PURPOSE AND SCOPE

The Canine Program was established to augment police services to the community. Highly skilled and trained teams of handlers and canines have evolved from the program and are used to supplement police operations to locate individuals, contraband and to apprehend criminal offenders.

318.1.1 GUIDLINES FOR THE USE OF THE CANINE UNIT

CALL-OUT PROCEDURE

- (a) The Canine Unit shall be under the direction of a designated patrol services commander, who shall designate a captain to serve as the Unit Manager.
- (b) Handlers may be called out of their assigned area or called in from off duty status by the on-duty watch commander.

CALLS FOR SERVICE

- (a) Use the nearest on-duty K-9
- (b) Off-duty K-9, use the requesting division's handler
- (c) Use the Sheriff's Office on-duty K-9 prior to requesting outside agency
- (d) Outside agency requests will be coordinated by the watch commander

INCAPACITATED HANDLER

- (a) Notification Procedure - Non-injury to K-9
 - 1. Unit manager
 - 2. Most available handler - for dog control
 - 3. Animal control
- (b) Notification Procedure - Injured dog
 - 1. Primary "" Authorized K-9 Unit veterinarian
 - 2. Emergency veterinary clinic

Domestic Violence

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic violence.

This policy should be used as a supplement to the Ventura County Law Enforcement Domestic Violence Investigation Protocol, which is a comprehensive guide to handling and investigating domestic violence incidents by all county law enforcement agencies and the County Counsel's Office (refer to link below)::

http://sheriff1/shfweb2/documents/policies/Patrol_Services/DV_Investigation_Protocol.pdf

320.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

320.2 POLICY

The Ventura County Sheriff's Office's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

320.3 OFFICER SAFETY

The investigation of domestic violence cases often places deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved.

320.4 INVESTIGATIONS

Refer to the Domestic Violence Protocol for specific procedures commencing on page 4

320.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Deputies should:

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (c) Alert the victim to any available victim advocates, shelters and community resources.

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- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the deputy determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate.

A deputy shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

320.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Deputies should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

320.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

320.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.

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- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

320.9 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

320.9.1 STANDARDS FOR ARRESTS

Deputies investigating a domestic violence report should consider the following:

- (a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is reasonable cause to do so requires supervisor approval.
 - 1. Deputies are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the deputy makes the arrest as soon as probable cause arises (Penal Code § 836).
- (b) A deputy responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Deputies shall not dissuade victims from making a lawful private person's arrest. Deputies should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).
- (c) Deputies shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):
 - 1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
 - 2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)
 - 3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
 - 4. Penal Code § 646.9 (stalking)
 - 5. Other serious or violent felonies specified in Penal Code § 1270.1
- (d) In responding to domestic violence incidents, including mutual protective order violations, deputies should generally be reluctant to make dual arrests. Deputies shall make reasonable efforts to identify the dominant aggressor in any incident. The

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dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, a deputy shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
 2. The threats creating fear of physical injury.
 3. The history of domestic violence between the persons involved.
 4. Whether either person acted in self-defense.
- (e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the deputy's presence. After arrest, the deputy shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

320.9.2 COURT ORDERS

- (a) A deputy who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person's parent/guardian with a copy of the order. The deputy shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).
- (b) At the request of the petitioner, a deputy at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).
- (c) Any deputy serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).
- (d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).
- (e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the deputy shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The deputy shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

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320.9.3 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

320.9.4 REPORTS AND RECORDS

- (a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.
- (b) Reporting deputies should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.
- (c) Deputies who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 33800; Family Code § 6389(c)(2)).

320.9.5 RECORD-KEEPING AND DATA COLLECTION

This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Manager to maintain and report this information as required.

320.9.6 DECLARATION IN SUPPORT OF BAIL INCREASE

Any deputy who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the deputy shall prepare a declaration in support of increased bail (Penal Code § 1269c).

Search & Seizure

322.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Ventura County Sheriff's Office personnel to consider when dealing with search and seizure issues.

322.2 POLICY

It is the policy of the Ventura County Sheriff's Office to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

In accordance with the Training Policy, the Department will provide relevant and current training to deputies as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

322.2.1 SEARCHING FEMALES

Generally, male members of the department shall not search females. An exception is when the search is necessary to protect the life or safety of a department member, and there is no member available who is of the same sex as the person to be searched. In these situations, the search shall be limited to weapons and items that could be used as weapons. This includes "pat downs," "frisks," and "cursory" searches.

This guideline is to provide clarification for searching female detainees, probationers, possible or actual suspects, arrestees, etc., who are not in a detention facility. Refer to the Detention Services Division Policy and Procedures Guide for information regarding searches conducted while a person "in custody."

322.2.2 PROCEDURE

When the person to be searched is of the opposite sex of the deputy, a deputy of the like sex should be summoned to the scene to conduct the search. A search may be undertaken of a member of the opposite sex when it is not practical to summon a deputy of the like sex. In these instances the deputies will adhere to the following guidelines:

- (a) Notify a field supervisor
- (b) If it becomes necessary for a male to search a female, it would be preferable to have a witness present in the following order:
 - 1. A female department member.
 - 2. A male department member.
 - 3. A female witness who is not part of, or connected to, the detention / arrest situation
- (c) If possible, audio-record the contact and any subsequent search.
- (d) Officer safety is the first priority and the amount of time available to secure a witness will vary from case to case, and may necessitate performing the search without a

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witness. Clearly, the intent of having a witness is to allow the department employee an opportunity to defend against any potential complaints of impropriety.

- (e) When a search is conducted pursuant to this policy the circumstances of the incident and the manner in which the search was conducted shall be fully documented in any report generated as a result of the contact. If no report is required, a memorandum shall be prepared setting forth the relevant facts and circumstances. The memorandum shall be forwarded to the employee's station captain.

322.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

322.3.1 SEARCH WARRANT

Search warrants are issued upon a finding of probable cause by a magistrate. Generally, search warrants can be prepared and requested by any sworn member of the department. However, the following shall apply to the preparation and execution of a search warrant by members of this department.

- (a) Preparation - The preparation of a search warrant shall not be undertaken without the knowledge of a supervisor.
- (b) Approval - The Ventura County Superior Court will not review a search warrant that has not been read and evaluated by a member of the District Attorney's Office.
- (c) Presentation to Magistrate - The affiant (preparing deputy) shall follow currently approved methods for contacting a magistrate for judicial consideration of a search warrant.
- (d) Execution of Warrant - A supervisor (rank of sergeant or higher) shall be present at the execution of all search warrants of physical locations served by members of this department.

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- (e) Reports - Under all circumstances, a report shall be prepared outlining the execution of a search warrant.
- (f) Evidence - Evidence shall be collected, documented and stored in accordance with contemporary methods and practices.

322.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Deputies should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching deputy, a reasonable effort should be made to summon a deputy of the same sex as the subject to conduct the search. When it is not practicable to summon a deputy of the same sex as the subject, the following guidelines should be followed:
 - 1. Another deputy or a supervisor should witness the search.
 - 2. The deputy should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

322.5 DOCUMENTATION

Deputies are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon a deputy of the same sex as the person being searched and the identification of any witness deputy

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Search & Rescue

323.1 PURPOSE AND SCOPE

Establish the responsibilities for Search and Rescue (SAR) incidents involving overdue, missing or lost persons.

323.2 PROCEDURE

When a search and rescue report is received, the Watch Commander will obtain all available information regarding the circumstances and dispatch the nearest patrol unit to the location. The responding patrol deputy will obtain any additional information and brief the Watch Commander. The patrol deputy is responsible for completing the initial Missing Persons Report. The Watch Commander will assign a field supervisor to the incident to coordinate the initial stages of the search.

All SAR incidents shall be immediately brought to the attention of the SAR Coordinator and/or Air Unit (SAR) Captain. The SAR Coordinator will evaluate the information and activate the appropriate SAR Teams/resources to handle the mission. The SAR Coordinator will immediately respond to the incident to coordinate the entire search operation and assume the role of Incident Commander. For persons missing in an urban environment, both the Field Supervisor and SAR Coordinator will coordinate the search function under a unified command structure.

When a report of a lost child is received, and the child is not immediately located by responding patrol deputies, the Watch Commander will notify area detectives and/or Major Crimes, who will be assigned to assist with the search. Detectives will coordinate their efforts with patrol and any other unit or agency involved.

323.3 SUPERVISOR RESPONSIBILITIES

(a) THE ROLE OF THE FIELD SUPERVISOR

1. Establish a Command Post/base of operations. Initiate Command System.
2. Act as Incident Commander of the entire field operation and coordinate the initial efforts of rescue personnel until relieved by the SAR Coordinator.
3. Brief arriving rescue personnel on all available information pertaining to the operation.
4. Obtain approval of the Watch Commander for needed equipment and personnel.
5. Maintain a log listing all personnel, their units, time and assignments. The original to be submitted to the SAR Coordinator.

(b) THE ROLE OF THE SAR COORDINATOR

1. Incident Commander of the entire field operation.
2. Ensure the Incident Command System is utilized.
3. Activate SAR Teams and assign responsibilities and missions.
4. Ensure operational period briefings are given to rescue personnel.

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5. Ensure rescue personnel are debriefed immediately upon return from field assignments.
6. Maintain communications with the Patrol Watch Commander for the purpose of obtaining additional supplies, manpower, and equipment.
7. When necessary, initiate mutual aid requests for personnel and/or equipment through neighboring counties and/or Cal EMA Office of Emergency Services (24 hr Warning Center (916) 845-8911).
8. Ensure a sworn member of the Sheriff's Office is assigned as liaison to the missing person's family.
9. Ensure the SAR Captain and Area Captain are briefed throughout the operation.
10. Ensure all documentation is completed as required by this policy.

(c) THE ROLE OF THE SAR CAPTAIN OR AREA CAPTAIN

1. Maintain communication with the SAR Coordinator regarding the status of the search operation, to include the current actions, tactics and strategies being utilized.
2. On prolonged search operations extending into multiple operational periods and on any search operation where mutual aid is requested to assist with a search in Ventura County, the SAR Captain will respond to assume the role of Incident Commander. Depending on the size or type of search operation, the SAR Captain may be required to assume the role of Section Chief under the ICS structure, in which case the Area Captain will respond to take over as Incident Commander.
3. Ensure all responsibilities listed for SAR Coordinator are fulfilled.

323.4 DOCUMENTATION

PATROL

- (a) Obtain RB number and complete the initial missing persons report.
- (b) Establish a log listing all personnel, their unit, time and work assignments. The original to be submitted to the SAR Coordinator.

SAR COORDINATOR

- (a) An incident Action Plan (IAP) will be completed for all operational periods on searches that extend past the initial hasty search.
- (b) An Incident Report will be completed at the conclusion of every search summarizing the entire operation.
- (c) All documentation as required by Aviation/SAR Policy #06-09-01-0 (Documentation of Operations).

The entire ICS packet, including all IAP's, shall be compiled and submitted to the SAR Captain within 24-hours of the completion of the operation.

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323.5 WATER RESCUE

County water rescue searches are conducted by the Sheriff's SAR Dive Team. Other county agencies receiving such a request will refer the information or the informant to the Sheriff's Office. In all instances where the Dive Team is activated, a SAR Coordinator will be assigned.

323.6 MUTUAL AID REQUESTS FROM OUTSIDE AGENCIES

Ventura County Agencies

Requests for Sheriff's SAR assistance within Ventura County will be evaluated by the Watch Commander. A request should originate with the supervising member of the agency making the request. When assistance is rendered, the personnel and equipment dispatched will remain under the direct control of a Sheriff's Field Supervisor or SAR Coordinator. Care should be exercised as to the amount of personnel expended and consideration given to the gravity of the situation. However, sufficient personnel should be committed to effectively execute the operation.

Out of County Agencies

All out of county requests for Sheriff's SAR assistance should originate from the State (Cal EMA/OES) and have a Cal EMA/OES case number assigned. The Watch Commander shall contact the SAR Coordinator or Air Unit Captain to activate the required personnel. The SAR Coordinator or collateral Assistant SAR Coordinator shall accompany SAR personnel working out of county who will remain under the SAR Coordinator's direct control.

Temporary Custody of Juveniles

324.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Ventura County Sheriff's Office (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

324.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of a deputy or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this [department/office] performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

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Temporary Custody of Juveniles

Sight and sound separation - Located or arranged to prevent physical, visual or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

324.2 POLICY

The Ventura County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Ventura County Sheriff's Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

324.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Ventura County Sheriff's Office:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).
- (e) Extremely violent or continuously violent

Deputies taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Ventura County Sheriff's Office unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

If the deputy taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed (15 CCR 1142).

324.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

324.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression,

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refusal to communicate, verbally threatening to kill him/herself or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

324.4 CUSTODY OF JUVENILES

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Ventura County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Ventura County Sheriff's Office without authorization of the arresting deputy's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Ventura County Sheriff's Office (34 USC § 11133; Welfare and Institutions Code § 207.1(d)).

324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Ventura County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

324.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Ventura County Sheriff's Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

- (a) Released upon warning or citation.
- (b) Released to a parent or other responsible adult after processing at the Department.

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- (c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
- (d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating deputy or supervisor shall prefer the alternative which least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the deputy should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

324.5 ADVISEMENTS

Deputies shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody, the location where the juvenile is being held and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the Miranda rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Holding Facility Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

324.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile.
- (b) Date and time of arrival and release from the Ventura County Sheriff's Office (15 CCR 1150).
- (c) Watch Commander notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status (e.g., emergency situations, unusual incidents).
- (f) Time of all safety checks.
- (g) Any medical and other screening requested and completed (15 CCR 1142).

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- (h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Patrol Sergeant shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

324.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the [Department/Office] (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Ventura County Sheriff's Office (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

324.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Ventura County Sheriff's Office shall ensure the following:

- (a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Ventura County Sheriff's Office more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Ventura County Sheriff's Office more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal safety checks and significant incidents/activities shall be noted on the log.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).
- (f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).
- (g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles shall have privacy during family, guardian and/or lawyer visits (15 CCR 1143).

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- (j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).
- (k) Blankets shall be provided as reasonably necessary (15 CCR 1143).
- (l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.
- (o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse (15 CCR 1142).

324.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Ventura County Sheriff's Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

324.10 JUVENILE CONTACTS AT SCHOOL FACILITIES

Absent exigent circumstances, deputies should make every reasonable effort to notify responsible school officials prior to contacting a student on campus while school is in session.

- (a) Reasonable efforts should be taken to coordinate with school officials to minimize disruption of school functions and maintain a low profile police presence when contacting a student.
- (b) Whenever circumstances warrant the temporary detention or formal interview of a juvenile student on campus, the deputy should:
 - 1. When practical and when it would not unreasonably interfere with the investigation, take reasonable steps to notify a parent, guardian, or responsible adult, including those phone numbers listed on any contact card on file with the school or provided by the student. All efforts to make contact with parents and/or reasons contact was not attempted should be documented.
 - 2. If efforts to contact a parent, guardian or responsible adult are unsuccessful or not attempted, a formal interview with the juvenile may proceed without them. Upon the request of the juvenile, a school official or lawyer may be present during the interview in lieu of a parent.
 - 3. If contacted, the selected parent, other responsible adult or school official may be permitted to be present during any interview.
 - a) An adult suspected of child abuse or other criminal activity involving the juvenile, or an adult, who in the opinion of the deputy appears to be under

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the influence of otherwise unable or incompetent to exercise parental rights on behalf of the juvenile, will not be permitted to be present.

- b) If the deputy reasonably believes that exigent circumstances exist which would materially interfere with the deputy's ability to immediately interview the juvenile, the interview may proceed without the parent or other responsible adult. In such circumstances, the exigent circumstances should be set forth in a related report.
- c) Any juvenile should who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of school staff to be present. The purpose of the staff member's presence is to provide comfort and support and such staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

Absent exigent circumstances or authority of a court order, deputies should not involuntarily detain a juvenile who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian. In all such cases deputies should adhere to guidelines and requirements set forth in Policy #330 Child Abuse Reporting.

324.11 PERSONAL PROPERTY

The deputy taking custody of a juvenile offender or status offender at the Ventura County Sheriff's Office shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Ventura County Sheriff's Office.

324.12 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

- (a) Age, maturity and delinquent history
- (b) Severity of offense for which the juvenile was taken into custody
- (c) The juvenile offender's behavior
- (d) Availability of staff to provide adequate supervision or protection of the juvenile offender
- (e) Age, type and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

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When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

324.12.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
- (b) Juveniles shall have constant auditory access to department members (15 CCR 1147).
- (c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).
- (d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (Welfare and Institutions Code § 207.1(d); 15 CCR 1147; 15 CCR 1151).
 - 1. All safety checks shall be logged.
 - 2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 3. Requests or concerns of the juvenile should be logged.
- (e) Males and females shall not be placed in the same locked room (15 CCR 1147).
- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

324.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Ventura County Sheriff's Office (15 CCR 1142; 15 CCR 1047). The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Sheriff and Special Services Division Supervisor.
- (b) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.

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- (c) Notification of the appropriate prosecutor.
- (d) Notification of the County attorney.
- (e) Notification to the coroner.
- (f) Notification of the juvenile court.
- (g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).
- (h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.
- (i) Evidence preservation.

324.14 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of Miranda rights, a deputy shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

- (a) Information is necessary to protect life or property from an imminent threat.
- (b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

324.14.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility or other fixed place of detention. The recording shall include the entire interview and a Miranda advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.
- (b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation took place in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

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- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of a deputy, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

324.15 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Ventura County Sheriff's Office Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Manager and the appropriate Detective Bureau supervisors to ensure that personnel of those bureaus act within legal guidelines.

324.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Patrol Assistant Sheriff shall coordinate the procedures related to the custody of juveniles held at the Ventura County Sheriff's Office and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

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HELICOPTER OPERATIONS

325.1 PURPOSE AND SCOPE

The mission of the Aviation Unit is to provide aviation resources, on a regional basis, in support of patrol operations, search and rescue, emergency medical evacuations, fire suppression and prevention, disaster assessment, and investigative services.

325.2 HELICOPTER OPERATION

The helicopters shall be operated by an authorized Sheriff's pilot who shall be responsible for the safety of the aircraft and its occupants. Consequently, the pilot shall exercise the final authority to commence or abort a flight mission which may affect the safe operation of the aircraft.

325.3 EMERGENCY SERVICE

Emergency service requires an immediate response to a situation wherein a delay would endanger life or property. Any department member may initiate a request to the watch commander for helicopter response.

Emergency Service "" 0600 –1800 hours, daily:

- (a) The Aviation/SAR unit can be contacted directly by Sheriff's Communications Center (SCC) or Fire Communications Center (FCC) and advised of the circumstances necessitating the flight. A pilot shall evaluate the flight information and determine the appropriate aircraft for the mission.

After Hours Emergency Service –1800-2300 hours, daily:

- (a) The SCC shall contact the standby pilot and crew chief per the daily schedule. The pilot shall evaluate the information and determine the appropriate aircraft for the mission. If requested, the name and callback telephone number for the requesting agency/person shall be provided to the pilot/crew chief.

If the emergency occurs during hours when there are no flight crews on standby, the SCC dispatch supervisor or watch commander should attempt to call out any sheriff's pilot or crew chief who is assigned to the unit and may be interested in responding to the Aviation Unit on an overtime basis.

No pilot or crew chief is ever expected to be "on call" or available during these non-standby hours. A pilot or crew chief should never be considered for after-hours contact because they are listed on any document as the "next crew on duty."

At no time shall the Aviation/SAR Unit create or send a schedule to the Sheriff's Communication Center that indicates a pilot or crew chief's availability after 2300 hours.

325.3.1 DISPATCH RESPONSE TIME

Consideration for immediate dispatch should be given for those areas where terrain would inhibit ground vehicles or where response times are long because of distance, i.e. Highway 33 above Rose Valley, Lockwood Valley, Santa Monica Mountains, Ventura and Santa Clara Rivers and off-road areas. Every effort should be made to anticipate the need for helicopter services in advance in order to reduce response time.

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325.4 EMERGENCY REQUESTS BY OTHER PUBLIC AGENCIES (AFTER HOURS)

All after-hours requests shall be made through the watch commander. Under normal conditions, these requests for service are routinely approved. If there is a question regarding the appropriateness of a flight, the Aviation/SAR Unit Captain or his designated representatives shall be contacted.

325.5 NON-EMERGENCY SERVICES

Non-emergency service is any anticipated use of the aircraft, which allows for prior scheduling before the activity. Any request for a non-emergency flight shall be referred to the Aviation Unit Captain or the designated representative.

325.5.1 NON-EMERGENCY REQUESTS BY OTHER PUBLIC AGENCIES

The Aviation Unit Captain will advise the Aviation Unit Commander of all requests for helicopter services made by other public safety agencies.

325.6 FLIGHT FOLLOWING PROCEDURES

- (a) In order to ensure the safety of the crew while in flight, and to facilitate a speedy rescue in the event of an emergency, flight following procedures will be adhered to on all Aviation/SAR Unit flights.
 - 1. Upon takeoff from any location, the crew chief will contact both Fire and Sheriff's Communication Centers.
 - 2. Included in the message will be:
 - (a) Departure point
 - (b) Route of flight
 - (c) Destination
 - 3. Update on flight information will be transmitted by the crew every 15 minutes (location and change in destination).
 - 4. Flight following updates need only be transmitted to one of the dispatch centers. The second dispatch center should be advised that the aircraft is flight following with the other department. In the event of a law enforcement patrol-operated flight, flight following should be accomplished through the SCC.
 - 5. In some instances, dispatch facilities of other agencies may be used for flight following. An example is the US Forest Service (USFS). The USFS radio system utilizes mountain repeaters that enable radio communications in deep canyons and valleys. In this case, request that the USFS dispatcher contact County Fire and/or the Sheriff's Communication Center and advise of the change of flight following agencies, or contact the County Fire or the Sheriff's Communication Center directly after establishing flight following procedures with the USFS.
- (b) If a helicopter flight does not check-in with Fire or the Sheriff's Communication Center within a 15-minute time frame, the following procedures must be initiated:
 - 1. When Aviation/SAR Unit personnel are at the heliport, the duty pilot will determine if an immediate search is required, or if additional time should be allowed for the overdue helicopter to reestablish radio contact.
 - 2. A maximum of 30 minutes past the normal check-in time will be allowed for an overdue helicopter to re-establish radio contact.

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325.7 INITIAL OVERDUE SEARCH PROCEDURES

- (a) Contact the department or agency the missing helicopter is supporting and ascertain if they have a positive contact with the helicopter. Request the helicopter to contact Fire or Sheriff's Communications Center for flight following update.
- (b) If the above mentioned department or agency does not have positive contact with the missing helicopter, contact the US Air Force Rescue Coordination Center (AFRCC), at (757) 764-8112 to find out if the onboard emergency locator transmitter (ELT) has been activated (DO NOT request a search mission to be activated at this point).
 - 1. If the ELT has been activated, the AFRCC should be able to provide the approximate coordinates of latitude and longitude of the ELT signal. This information should be immediately relayed to Aviation Unit/SAR personnel.
- (c) Notify the Aviation Unit Captain who will then assume responsibility for coordinating the search and rescue operation. In the absence of the Aviation Unit Captain, the Aviation Unit Commander shall be notified.
 - 1. If the missing helicopter is not located within the first 45 minutes when it is overdue, an extensive air and ground search must be initiated.

Elder Abuse

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with direction and understanding of their role in the prevention, detection, and intervention in incidents of elder abuse. It is the policy of the Ventura County Sheriff's Office to treat reports of violence against elderly persons as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

326.2 DEFINITIONS

For purposes of this policy, the following definitions are provided (Welfare and Institutions Code § 15610 et seq. and Penal Code § 368).

Dependent Adult - Is any person between the ages of 18 and 64-years, who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. Dependent Adult includes any person between the ages of 18 and 64-years who is admitted as an inpatient to a 24-hour health facility, as defined in Health and Safety Code §§ 1250, 1250.2, and 1250.3.

Elder - Is any person 65-years of age or older.

Financial Abuse - Is a situation in which any person who has the care or custody of, or who stands in a position of trust to, an elder or a dependent adult, takes, secretes, or appropriates their money or property to any use or purposes not in the due and lawful execution of his or her trust.

Abuse of an Elder or a Dependent Adult - Is physical abuse, neglect, financial abuse, abandonment, isolation or other treatment with resulting physical harm, pain, mental suffering, or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering.

Adult Protective Services Agency - Is a county welfare department, except persons who do not work directly with elders or dependent adults as part of their official duties, including members of support staff and maintenance staff.

Neglect - Is the negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care which a reasonable person in a like position would exercise. Neglect includes, but is not limited to, all of the following:

- (a) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.
- (b) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone instead of medical treatment.

326.3 MANDATORY REPORTING REQUIREMENTS

Members of the Ventura County Sheriff's Office are mandated reporters.

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Elder Abuse

Employees who observe, have knowledge of, or are told by an elder or dependant adult about any form of abuse (physical abuse, abandonment, abduction, isolation, financial abuse, neglect) shall make a report and notify the appropriate social services representative as soon as practicable (see Welfare & Institutions Code § 15630 for reporting details). Failure to make a report within two working days is a misdemeanor (Welfare and Institution Code § 15630(h)).

The area Detective Bureau Supervisor is responsible to ensure that cases of suspected elder abuse are forwarded to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (care facility, hospital) per Welfare and Institution Code § 15630(b).

326.3.1 RECORDS BUREAU RESPONSIBILITY

The Records Bureau is responsible for the following:

- (a) Provide a copy of the elder/dependent abuse report to Adult Protective Services. This requirement is applicable even if the initial call was received from Adult Protective Services.
- (b) Retain the original elder/dependent abuse report with the initial case file.

326.4 DEPUTY'S RESPONSE

All incidents involving actual or suspected elder and dependent abuse shall be fully investigated and appropriately documented.

326.4.1 INITIAL RESPONSE

Deputies may be called upon to effect a forced entry as the first responder to the scene of a suspected elder abuse. Entry should be immediate when it appears reasonably necessary to protect life or property. When the need for an emergency entry is not evident, deputies should seek supervisory approval. Deputies must be prepared to provide emergency care pending the arrival of medical personnel, if not already present.

326.4.2 STABILIZE THE SITUATION

Deputies must quickly assess the situation in an effort to ensure the immediate safety of all persons. Deputies shall also consider taking the following actions:

- (a) Attempt to identify the victim, suspect and witnesses as well as the roles and relationships of all parties. Parties should be interviewed separately when possible.
- (b) Preserve the crime scene where evidence may be present. All persons should be removed from the scene until it has been photographed and processed. Any evidence that may change in appearance, injuries for example, should be photographed as soon as practicable.
- (c) Assess and define the nature of the problem. Deputies should assess the available information to determine the type of abuse that may have taken place or the potential for abuse in the future that may be eliminated by intervention.
- (d) Make on-scene arrests when appropriate. Deputies may arrest a person without a warrant when probable cause exists to believe that the person has committed an assault or battery, whether or not the assault or battery has in fact been committed, upon a victim 65 years of age or older to whom the suspect is related by blood or legal guardianship, provided the arrest is made at the time probable cause arises (Penal Code § 836). If an arrest is not otherwise required by law, deputies should consider the

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consequences that the immediate arrest of a sole supporting family caretaker might have on the victim. The decision to arrest should be based on the best interests and caretaking needs of the elderly victim. The present and future safety of the victim is of utmost importance.

326.4.3 SUPPORT PERSONNEL

The following person(s) should be considered if it appears an in-depth investigation is appropriate:

- Patrol supervisor
- Detective personnel
- Evidence collection personnel
- Protective Services Agency personnel

326.4.4 EMERGENCY PROTECTIVE ORDERS

In any situation which a deputy reasonably believes that an elder or dependant adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the deputy may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

326.5 ELDER ABUSE REPORTING

Every allegation of elder abuse shall be documented. When documenting elder/dependent abuse cases the following information should also be included in the report:

- Current location of the victim
- Victim's condition/nature and extent of injuries, neglect or loss
- Names of agencies and personnel requested and on scene

Reporting of cases of elder/dependent abuse is confidential and will only be released as per Policy Manual § 810.

Deputies investigating elder/dependent abuse shall complete State of California form SOC 341 (Report of Suspected Dependent Adult/Elder Abuse).

Discriminatory Harassment

328.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

328.2 POLICY

The Ventura County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

328.3 DISCRIMINATION PROHIBITED

328.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

328.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

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- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

328.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with County or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

328.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

328.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members, whether as a victim or witness, are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Sheriff, either Assistant Sheriff, or the Human Resources Bureau Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy. The Sheriff's Office cannot help resolve a problem of which it is not made aware.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

328.4.1 SUPERVISOR RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

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- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that their subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Verbally notify his or her manager within 24 hours and submit written documentation surrounding any reported allegations or observed acts of discrimination, harassment or retaliation within three (3) calendar days. The complaint will be further submitted via channels to the Support Services Assistant Sheriff.

328.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of our Department and professional law enforcement standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

328.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly, fairly, and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible. There will be a timely response and resolution to the investigation.

328.5.1 EMPLOYEE ROLE AND RESPONSIBILITY

Members who believe they are experiencing discrimination, harassment or retaliation are encouraged to inform the individual that his/her behavior is unwelcome, if comfortable doing so. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor. (Complaints may also be filed with the Sheriff, either Assistant Sheriff, or the Human Resources Bureau Manager.)

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Members are advised that any incident of harassment, discrimination, or retaliation will be reported and reviewed by the Support Services Assistant Sheriff even if the member requests that the complaint be kept confidential or if the complaint appears on its face to lack merit..

328.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted. All parties are accorded appropriate due process and conclusions are based on the evidence collected.

The employee assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, either Assistant Sheriff, or the Human Resources Bureau Manager.

328.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

328.6 NOTIFICATION OF DISPOSITION

Complainant and/or victim will be notified in writing of the disposition of the investigation and action(s) taken to remedy the complaint.

328.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented. All reports shall be:

- Reviewed by the Assistant Sheriff of the Support Services Division, and when appropriate, a follow-up investigation shall be initiated. As an additional resource, he/she may confer with the Employee Relations Committee regarding significant issues raised by members.
- Maintained for the period established in the department's records retention schedule.

328.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the

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prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive bi-annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

328.8.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, or the Sheriff's Human Resources Bureau manager; they may also contact the California Department of Fair Employment and Housing.

328.9 WORKING CONDITIONS

The Administration Assistant Sheriff or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other County employees who are similarly tasked (2 CCR 11034).

328.10 REQUIRED POSTERS

The Department shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

EMPLOYEE RELATIONS COMMITTEE

329.1 PURPOSE AND SCOPE

To establish Employee Relations Committee and to set forth policy and procedures which will govern its activities and operations in relation to existing divisions and units of the department.

329.2 ROLES

(a) EMPLOYEE RELATIONS OFFICER

1. The Employee Relations Officer's first duty is to constitute an Employee Relations Committee to be composed of sworn employees and professional staff within the department with as much representation as possible from both genders, all ethnic groups, and all represented employee unions. The actual selection and the number of members to constitute the committee shall be at the discretion of the Employee Relations Committee chairperson.

(b) EMPLOYEE RELATIONS COMMITTEE

1. It shall be the duty and responsibilities of every Employee Relations Committee member to be a resource for all employees and:
 - (a) Receive employee concerns or complaints involving any employee of the department and submit them in writing to the Employee Relations chairperson, Professional Standards Bureau or the respective agency for proper investigation
 - (b) Review department practices as they pertain to employee recruitment, retention and termination and make appropriate recommendations
 - (c) Study current practices in pre-service and in-service training pertaining to all applicants or employees and make appropriate recommendation
 - (d) Review department practices regarding training, job assignment and promotional practices in order to ensure equal opportunities for all employees
 - (e) Assist the department in formulating educational or training programs for all employees
 - (f) Study, develop and recommend strategies for managing change in the light of the increasing diversity in the community and the workplace.
 - (g) Formulate educational programs
 - (h) Serve as advisory body to the Sheriff on matters pertaining to employee relations, morale, and any other employee concerns.
 - (i) Interact with the County Human Resources Officer on matters pertaining to implementation of equal opportunity matters.

329.2.1 CHAIN OF COMMAND

In order to ensure the effectiveness of the Employee Relations Committee, its concerns, findings and/or recommendations shall be brought directly by its chairperson to the personal attention of the Sheriff's Executive Staff.

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EMPLOYEE RELATIONS COMMITTEE

329.3 ADMONISHMENT

To protect the integrity, efficiency, and operations of the Employee Relations Committee, every member selected has been placed in a position of trust and shall not discuss any part of an employee concern or complaint they have been privileged to hear. The only exception shall be if the information received falls under the guidelines of a specific approved policy (e.g. DISCRIMINATORY HARASSMENT). Any other privileged information shall only be discussed within the confines of the Employee Relations Committee and the chairperson will forward the information in writing to the Sheriff's Executive Staff, Professional Standards Bureau, or the respective agency for proper investigation.

Child Abuse and Reporting

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Ventura County Sheriff's Office members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

330.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

330.2 POLICY

The Ventura County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

330.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

- (a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or
- (b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code 11166.1; Penal Code § 11166.2).

For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than an accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment as a peace officer.

330.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

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- (a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code (Child Welfare Services) and to the District Attorney's Office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported to the County Welfare or Probation Department.
- (b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

330.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

330.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Deputies shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

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- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant) and Major Crimes will be notified and will respond. .

330.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

330.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the deputy should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to CPS.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

- (a) The deputy reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:
 - 1. The child has an immediate need for medical care.
 - 2. The child is in immediate danger of physical or sexual abuse.
 - 3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the deputy shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

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- (b) The deputy reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:
 - 1. It reasonably appears to the deputy that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
 - 2. There is no lawful custodian available to take custody of the child.
 - 3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
 - 4. The child is an abducted child.
- (c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

330.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

330.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, deputies can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

Deputies shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

330.7 INTERVIEWS

330.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticability, deputies should record the preliminary interview with suspected child abuse victims. Deputies should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

330.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:

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1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

330.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

330.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating deputy should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The deputy should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, although their consent is not required, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination. Child Protective Services should be contacted as well.

330.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

330.9.1 SUPERVISOR RESPONSIBILITIES

Detective Bureau supervisor should:

- (a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when a deputy notifies the Detective Bureau supervisor that the deputy has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the child.

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330.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detective Bureau supervisor so an interagency response can begin.

330.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

330.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records and Information Policy (Penal Code 841.5; Penal Code § 11167.5).

330.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)
Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

330.10.3 CACI HEARING OFFICER

The Detective Bureau supervisor will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person's name being submitted to CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

330.10.4 CACI HEARING PROCEDURES

The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

- (a) Case reports including any supplemental reports
- (b) Statements by investigators
- (c) Statements from representatives of the District Attorney's Office
- (d) Statements by representatives of a child protective agency who may be familiar with the case

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After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

330.10.5 CHILD DEATH REVIEW TEAM

This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

330.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

Missing Persons Reporting

332.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

332.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

332.2 POLICY

The Ventura County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Ventura County Sheriff's Office gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

332.2.1 DEPUTY RESPONSIBILITIES

Deputies dispatched to a call of a missing person shall immediately proceed to the location. Upon speaking with parties involved and receiving facts of the incident shall contact the watch commander and their patrol sergeant. In discussion with the watch commander it will be evaluated whether the missing person has at-risk factors and if additional resources are necessary.

A missing person report shall be completed and approved prior to the end of the deputies shift. The deputy handling the missing person shall not respond to or assist other personnel with calls for service or clear the missing person call until his/her report is complete.

In all cases involving missing person or runaways, deputies shall contact the Records Bureau to enter the person into CLETS and NCIC.

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Also in all cases where a missing person report is taken, the reporting party shall be provided with a dental release form, which will be submitted with the deputies completed report.

332.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Special Services supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)
- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

332.4 ACCEPTANCE OF REPORTS

Any employee encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those employees who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert an employee who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

332.5 INITIAL INVESTIGATION

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call for service as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).
- (e) Ensure that entries are made into the appropriate missing person networks as follows:
 1. Immediately, when the missing person is at risk.

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2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
1. A photograph and a fingerprint card of the missing person, if available.
 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

332.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

332.6.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall review and approve missing person reports upon receipt and ensure resources are deployed as appropriate. The reports should be promptly sent to Records Bureau.

The supervisor shall also ensure applicable notifications and public alerts are made and documented and that records have been entered into the appropriate missing person networks.

The supervisor should also take reasonable steps to identify and address any jurisdictional issues to ensure cooperation between agencies. If the investigation was transferred to another law enforcement agency, the watch commander should be notified.

332.6.2 RECORDS BUREAU RESPONSIBILITIES

The receiving employee shall:

- (a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).
- (b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).

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- (c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.
- (d) Forward a copy of the report to the Detective Bureau.
- (e) Records Bureau updates CLETS Missing Persons database which also updates the NCIC Missing Persons database.
- (f) NCIC Missing Person Validation Report received monthly from DOJ is reviewed by Records Personnel to determine the jurisdiction of the missing person and verify if return documentation has not been received. Records Personnel prepares a Follow-Up Contact on DOJ Entries Form and routes it to the Detective Bureau for case status updates.
- (g) Follow-Up Contact on DOJ Entries Form is received by investigators, Records Bureau shall update the NCIC Missing Person Validation Report and respond to DOJ within 10 days.

332.7 DETECTIVE BUREAU FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).
 - 2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update CLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (42 USC § 5780). All updated information shall be documented on a Supplemental Report and submitted to Sheriff's Records Bureau for CLETS and NCIC entries.
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (42 USC § 5780).
- (g) Should make appropriate inquiry with the [Medical Examiner/JOP].
- (h) Should obtain and forward medical and dental records, photos, X-rays and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.

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- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (USC § 5780).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 586).
- (l) NCIC Validation Report is a monthly report audit of missing persons. DOJ requires that investigation and follow-up of missing persons be documented every 30 days and the Sheriff's Office provides a written response to the NCIC Validation report within 10 days. Detectives must complete the Follow-Up Contact on a DOJ Entries Form and actively research and verify the case status and return the completed form to Sheriff's Records. DOJ does not accept searching local systems as due diligence. Investigative efforts must be to research other resources and follow-up with the reporting party.

332.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

- (a) Notification is made to California DOJ.
- (b) The missing person's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) Immediately notify the Attorney General's Office.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

332.8.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

332.9 CASE CLOSURE

The Detective Bureau supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

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- (b) If the missing person was a resident of Ventura or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

Public Alerts

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

334.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

334.3 RESPONSIBILITIES

334.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Ventura County Sheriff's Office should notify their supervisor, Watch Commander or Detective Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

334.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Sheriff, the appropriate Assistant Sheriff and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Assistant Sheriff

334.4 AMBER ALERTS

The AMBER AlertTM Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

334.4.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

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- (a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.
- (b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
- (c) The victim is in imminent danger of serious injury or death.
- (d) There is information available that, if provided to the public, could assist in the child's safe recovery.

334.4.2 PROCEDURE FOR AMBER ALERT

The supervisor in charge will ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the child:
 - 1. The child's identity, age and description
 - 2. Photograph if available
 - 3. The suspect's identity, age and description, if known
 - 4. Pertinent vehicle description
 - 5. Detail regarding location of incident, direction of travel, potential destinations, if known
 - 6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 - 7. A telephone number for the public to call with leads or information
- (b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).
- (c) The press release information is forwarded to the Sheriff's Office Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).
- (e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).
- (f) The following resources should be considered as circumstances dictate:
 - 1. The local FBI office
 - 2. National Center for Missing and Exploited Children (NCMEC)

334.5 BLUE ALERTS

Blue Alerts may be issued when a deputy is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

334.5.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

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- (a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
- (b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.
- (c) A detailed description of the suspect's vehicle or license plate is available for broadcast.
- (d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

334.5.2 PROCEDURE FOR BLUE ALERTS

The supervisor in charge should ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the suspect:
 - 1. The license number and/or any other available description or photograph of the vehicle
 - 2. Photograph, description and/or identification of the suspect
 - 3. The suspect's identity, age and description, if known
 - 4. Detail regarding location of incident, direction of travel, potential destinations, if known
 - 5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 - 6. A telephone number for the public to call with leads or information
- (b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.
- (c) The information in the press release is forwarded to the Sheriff's Office Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) The following resources should be considered as circumstances dictate:
 - 1. Entry into the California Law Enforcement Telecommunication System (CLETS)
 - 2. The FBI local office

334.6 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

334.6.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

- (a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
- (b) The department has utilized all available local resources.

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- (c) The investigating deputy or supervisor has determined that the person is missing under unexplained or suspicious circumstances.
- (d) The investigating deputy or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
- (e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

334.6 PROCEDURE FOR SILVER ALERT

Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

334.7 MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate an AMBER Alert or Blue Alert will generate a high volume of telephone calls to the handling agency.

The Sheriff's Department Emergency Operations Center (EOC) facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Detective Bureau Supervisor elects to use the services of the Sheriff's Department, the following will apply:

- (a) Notify the Sheriff's Department Watch Commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.
- (b) In the press release, direct the public to the telephone number provided by the Sheriff's Department Watch Commander.
- (c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to this department.

The Ventura County Sheriff's Office shall assign a minimum of two detectives/deputies to respond to the Sheriff's Department Emergency Operations Center (EOC) to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the Emergency Operations Center (EOC).

334.8 YELLOW ALERTS

Yellow Alerts are notifications related to hit-and-run incidents resulting in the death or injury (Vehicle Code § 20001; Government Code § 8594.15).

334.8.1 CRITERIA FOR YELLOW ALERTS

All of the following conditions must be met before requesting the activation of a Yellow Alert (Government Code § 8594.15):

- (a) A person has been killed or has suffered serious bodily injury due to a hit-and-run.
- (b) It is likely the suspect may be seen on a state highway.
- (c) there is additional information concerning the suspect's vehicle, including, but not limited to any of the following:

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1. The suspect or the suspect's vehicle can be particularly described (e.g., a complete or partial license plate number)
 2. Unique vehicle characteristics (e.g., make, model and color of suspect's vehicle)
 3. The identity of the suspect
- (d) Public assistance can mitigate danger to the public or quicken the apprehension of the suspect.

334.8.2 PROCEDURE FOR YELLOW ALERT

Requests for a Yellow Alert shall be made through the California Highway Patrol (Government Code § 8594.15) and only with the approval of the Watch Commander.

Victim and Witness Assistance

336.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

336.2 POLICY

The Ventura County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Ventura County Sheriff's Office will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

336.3 CRIME VICTIM LIAISON

The Sheriff shall appoint a member of the Sheriff's Office to serve as the crime victim liaison (2 CCR 649.36). The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Ventura County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

336.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is specifically tasked with the following:

- (a) Developing and implementing written procedures for notifying and providing forms for filing with the California Victim Compensation Board (CalVCB) to crime victims, their dependents or family (Government Code § 13962; 2 CCR 649.35; 2 CCR 649.36).
- (b) Responding to inquiries concerning the procedures for filing a claim with CalVCB (2 CCR 649.36).
- (c) Providing copies of crime reports requested by CalVCB or victim witness assistance centers. Disclosure of reports must comply with the Records Maintenance and Release Policy.
- (d) Developing in consultation with sexual assault experts a sexual assault victim card explaining the rights of victims under California law (Penal Code § 680.2).
 - 1. Ensuring that sufficient copies of the rights of sexual assault victim card are provided to each provider of medical evidentiary examinations or physical examinations arising out of sexual assault in the Ventura County Sheriff's Office jurisdiction (Penal Code § 680.2).

The Crime Victim Liaison will work out of the Major Crimes Office under the management of the Major Crimes Captain..

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336.4 CRIME VICTIMS

Deputies should provide all victims with the applicable victim information handouts.

Deputies should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputies should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

336.4.1 VICTIMS OF HUMAN TRAFFICKING

Deputies investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

336.5 VICTIM INFORMATION

The Administration Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims of domestic violence.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (42 USC § 3796gg-4; 42 USC § 10603f; Penal Code § 13823.95(a)).
- (d) An explanation that victims of sexual assault who seek a medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).
- (e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (f) A clear explanation of relevant court orders and how they can be obtained.
- (g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).
- (h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (i) Notice regarding U Visa and T Visa application processes.
- (j) Resources available for victims of identity theft.
- (k) A place for the deputy's name, badge number and any applicable case or incident number.

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- (l) The "Victims of Domestic Violence" card containing the names, phone numbers or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).
- (m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.
- (n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

336.8 WITNESSES

Deputies should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Deputies may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Deputies should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Hate Crimes

338.1 PURPOSE AND SCOPE

The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

338.1.1 DEFINITIONS

Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

- (a) Disability
- (b) Gender
- (c) Nationality
- (d) Race or ethnicity
- (e) Religion
- (f) Sexual orientation
- (g) Association with a person or group with one or more of these actual or perceived characteristics
- (h) Examples of hate crimes include, but are not limited to:
 - 1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
 - 2. Defacing a person's property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
 - 3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
 - 4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

Victim - Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library or other victim or intended victim of the offense (Penal Code § 422.56).

338.2 POLICY

The Ventura County Sheriff's Office recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

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Hate Crimes

338.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes. Among other things a deputy may do:

- (a) Make an affirmative effort to establish contact with persons and groups within the community, who are likely targets of hate crimes and forming networks that address prevention and response.
- (b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.
- (d) Educating community and civic groups about hate crime laws.
- (e) Establishing a community relations liaison to work with community organizations and leaders to coordinate public meetings, local group meetings and school assemblies on recognizing, preparing for and preventing hate crimes.

338.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Deputy(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate
- (b) A supervisor should be notified of the circumstances as soon as practical
- (c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned deputy(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved
- (d) Based upon available information, deputies should take appropriate action to mitigate further injury or damage to potential victims or the community.
 - 1. Deputies should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the deputy once the offense is documented.
- (e) The assigned deputy(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
 - 1. No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))

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2. Statements of victims and witnesses should be audio or video recorded if practicable (see the Portable Audio/Video Recorders Policy).
- (f) Depending on the situation, the assigned deputy(s) or supervisor may request additional assistance from detectives or other resources to further the investigation
- (g) The assigned deputy(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned deputy(s) before the end of the shift
- (h) The assigned deputy(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned deputy(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations. The link to the California DOJ website and brochure (available in 9 languages) is: <https://oag.ca.gov/civil/content/hatecrimes>.
- (i) The assigned deputy(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the District Attorney or County Counsel Penal Code § 136.2 or Civil Code § 52.1 as indicated).

338.4.1 DETECTIVE BUREAU RESPONSIBILITY

If a case is assigned to the Detective Bureau, the assigned detective will be responsible for following up on the reported hate crime as follows:

- (a) Coordinate further investigation with the District Attorney and other appropriate law enforcement agencies, as appropriate.
- (b) Maintain contact with the victim(s) and other involved individuals as needed.
- (c) Maintain statistical data on suspected hate crimes and tracking as indicated and report such data to the Attorney General upon request pursuant to Penal Code § 13023.
- (d) Make reasonable efforts to identify additional witnesses.
- (e) Utilize available criminal intelligence systems as appropriate.
- (f) Provide the supervisor and the Public Information Officer ([PIO]) with information that can be responsibly reported to the media.
 1. When appropriate, the [PIO] should reiterate that the hate crime will not be tolerated and will be taken seriously.

338.4.2 SUPERVISOR RESPONSIBILITY

The supervisor should confer with the initial responding deputies to identify reasonable and appropriate preliminary actions. The supervisor should:

- (a) Review related reports to verify whether the incident is appropriately classified as a hate crime for federal and state bias crime-reporting purposes.

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- (b) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- (c) Consider the need for further action to be taken for the protection of the victims or vulnerable sites, such as assigning a deputy at specific locations that could become targets or increase neighborhood surveillance.
- (d) Ensure that members who are responsible for the conduct and maintenance of information on criminal groups are notified and that they make appropriate inquiries and entries into criminal intelligence systems.

338.5 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should also include recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group.

Disciplinary Policy

340.1 PURPOSE AND SCOPE

Discipline is defined as "that force which prompts an individual or group to observe rules, regulations and procedures that are deemed necessary to the attainment of an objective." The maintenance of effective discipline is essential to control performance, to promote the efficiency and satisfactory attainment of objectives, and the fulfillment of the Mission Statement and Core Values.

Disciplinary procedures have been established to insure that:

- Every member of the department may be confident that while proper performance of duty will be insisted upon, at the same time, due recognition of an individual's rights shall be assured.
- Complaints, grievances or alleged abuses of authority involving any member will be fully and fairly investigated.
- Managers or supervisors will enforce rules prescribed by the Sheriff to effectively correct conduct and accomplish acceptable behavior.
- Equitable and consistent procedures for initiating and administering disciplinary actions are provided.
- Disciplinary actions shall be taken without prejudice.

340.2 DISCIPLINE POLICY

The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on-duty or off-duty, may be cause for disciplinary action.

An employee's off-duty conduct shall be governed by this policy to the extent that it is related to act(s) that may materially affect or arise from the employee's ability to perform official duties or to the extent that it may be indicative of unfitness for his/her position.

340.2.1 VIOLATION OF RULES AND POLICIES

Each member is subject to discipline for violation of policies, rules, and regulations of the County of Ventura, and/or statutory law. No arbitrary rules of conduct can be established which would embrace all cases arising in the general discharge of assigned duties or in the personal activities of the individual member. Therefore, any failure of good behavior or acts that are incompatible with or inimical to the public service shall also be the subject of disciplinary action.

340.3 INVESTIGATION OF DISCIPLINARY ALLEGATIONS

Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with Personnel Complaint Procedure Policy Manual § 1020. Pursuant to Government Code §§ 3304(d) and 3508.1, the investigation should be completed within one year of the discovery of the allegation unless such investigation falls within one of the exceptions delineated within those provisions.

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Disciplinary Policy

340.3.1 COUNSELING/DIVISIONAL PERSONNEL REPORT

In the event a member's performance is unsatisfactory or needs improvement, informal counseling shall be provided. If documentation of the counseling is prepared, it shall be done in the form of a Divisional Personnel Report (DPR). The member will be provided a copy that will be maintained for up to one year in the member's divisional personnel file or until the completion of their next annual performance appraisal. Additionally, counseling memos/DPRs shall not make reference to future disciplinary action (*Otto v. Los Angeles Unified School District*, 89 Cal. App. 4th 985). The DPR shall not be placed in a member's official Sheriff's Office or County Human Resources personnel file. Remedial training may be included in this category.

340.3.2 WRITTEN REPRIMANDS ISSUANCE

If discipline is administered in the form of a written reprimand, a copy will be provided to the member and will be maintained for two years in the member's Sheriff's Office and County Human Resources personnel files. If no additional discipline has been imposed during the intervening period, the reprimand shall be removed from the employee's files at the end of two years upon written request by the employee.

APPEAL

A member may dispute a written reprimand. Generally, the initial step for disputing a written reprimand is considered informal and provides an opportunity to meet and discuss the concerns with a department designated representative. If it is not considered resolved at this initial step, then the member may prepare a formal written appeal or grievance and proceed through any additional steps as delineated in the respective member's Memorandum of Agreement (M.O.A.)

Any employee wishing to formally appeal a written reprimand must submit a written request to his/her assistant sheriff within ten days of receipt of the written reprimand. The assistant sheriff will then assign the appeal to an uninvolved supervisor of at least one rank above the rank of the supervisor issuing the original written reprimand. Absent a written stipulation to the contrary, the employee will be provided with an evidentiary hearing before the assigned, uninvolved supervisor within 30 days. The decision of the assigned, uninvolved supervisor to sustain, modify or dismiss the written reprimand shall be considered final.

340.3.3 REDUCTION IN PAY

A temporary reduction of the member's pay by either 2.5% or 5% for a period of time not to exceed thirteen (13) pay periods for any one offense.

340.3.4 SUSPENSION

A suspension is the temporary removal of a member from duty, without pay. A suspension cannot exceed thirty (30) calendar days.

340.3.5 DEMOTION

A member may be demoted to a classification that has a lower pay range than the position currently occupied. A demotion is a permanent loss of rank/class with a resulting permanent loss of wages. The compensation of the demoted member shall be adjusted downward to a salary in the range of the position to which the member has been demoted.

340.3.6 DISMISSAL

Termination of employment from the Ventura County Sheriff's Office.

340.4 POST INVESTIGATION PROCEDURES

340.4.1 DEPARTMENT RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the department shall review the entire investigative file, the employee's personnel file and any other relevant materials.

The Support Services Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

- (a) Prior to forwarding recommendations to the Sheriff, or his designee, the Support Services Commander may return the entire investigation to the assigned detective or supervisor for further investigation or action.
- (b) When forwarding any written recommendation, the Support Services Commander shall include all relevant materials supporting the recommendation. Actual copies of an employee's existing personnel file need not be provided and may be incorporated by reference.

340.4.2 RESPONSIBILITIES OF THE SHERIFF

Upon receipt of any written recommendation for disciplinary action, the Sheriff or designee shall review the recommendation and all accompanying materials.

The Sheriff or designee may modify any recommendation and/or may return the file to the Assistant Sheriff for further investigation or action.

Once the Sheriff or designee is satisfied that no further investigation or action is required by staff, the Sheriff shall determine the amount of discipline, if any, to be recommended.

In the event disciplinary action is recommended, the Sheriff shall provide the employee with written (*Skelly*) notice of the following information within one year of the date of the discovery of the alleged misconduct by a person authorized to initiate an investigation of the allegation of an act, omission, or other misconduct (absent an exception set forth in Government Code § 3304(d) or Government Code § 3508.1):

- (a) Specific charges set forth in separate counts, describing the conduct underlying each count.
- (b) A separate recommendation of proposed discipline for each charge.
- (c) A statement that the employee has been provided with or given access to all of the materials considered by the Sheriff in recommending the proposed discipline.
- (d) An opportunity to respond orally or in writing to the Sheriff within five days of receiving the *Skelly* notice.
 - 1. Upon a showing of good cause by the employee, the Sheriff may grant a reasonable extension of time for the employee to respond.
 - 2. If the employee elects to respond orally, the presentation shall be recorded by the Department. Upon request, the employee shall be provided with a copy of the recording.

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340.5 EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Sheriff after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) This Skelly response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the Skelly response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Sheriff to consider.
- (d) In the event that the Sheriff elects to cause further investigation to be conducted, the employee shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Sheriff on the limited issues of information raised in any subsequent materials.
- (f) Once the employee has completed his/her Skelly response or, if the employee has elected to waive any such response, the Sheriff shall consider all information received in regard to the recommended discipline. Once the Sheriff determines that discipline will be imposed, a timely written decision shall be provided to the employee within 30 days, imposing, modifying or rejecting the recommended discipline. In the event of a termination, the final notice of discipline shall also inform the employee of the reason for termination and the process to receive all remaining fringe and retirement benefits.
- (g) Once the Sheriff has issued a written decision, the discipline shall become effective.

340.6 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that an employee tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file.

The tender of a retirement or resignation by itself shall not serve as grounds for the termination of pending discipline.

340.7 POST SKELLY PROCEDURE

In situations resulting in the imposition of a suspension, punitive transfer, demotion, termination of a non-probationary employee, the employee shall have the right to an evidentiary appeal of the Sheriff's imposition of discipline pursuant to the operative Memorandum of Agreement (MOA) and personnel rules.

340.8 DISCIPLINARY ACTION AGAINST PROBATIONARY EMPLOYEES

In the event that a probationary employee is terminated solely for unsatisfactory performance or the failure to meet department standards, the employee shall have no right to appeal and the following shall be considered:

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- (a) Termination of a probationary employee for such failure to pass probation shall be so reflected in the employee's personnel file.
- (b) In the event that a probationary employee is disciplined or terminated for misconduct, the employee shall only be entitled to appeal the decision in the same manner as set forth in the Skelly procedure as set forth above. This appeal process may be held prior to or within a reasonable time after the imposition of discipline.
- (c) At all times during any investigation of all allegations of misconduct involving a probationary deputy, such deputy shall be afforded all procedural rights set forth in Government Code § 3303 and applicable department policies.
- (d) A probationary employee's appeal of disciplinary action shall be limited to an opportunity for the employee to attempt to establish that the underlying allegations should not be sustained. Nothing in this policy or procedure, however, should be construed to establish any sort of property interest in or right to the employee's continuation of employment.
- (e) The burden of proof for any probationary employee's appeal of disciplinary action shall rest with the employee and will require proof by a preponderance of the evidence.
- (f) In the event that a probationary employee meets his or her burden of proof in such a disciplinary appeal, the department shall remove all reference to the underlying allegations of misconduct from the employee's personnel file.
- (g) In the event that a probationary employee fails to meet his or her burden of proof in such a disciplinary appeal, the employee shall have no further right to appeal beyond the Sheriff.

Conduct and Ethics

341.1 PURPOSE AND SCOPE

To establish the rules for work performance and the conduct and ethics essential to ensure public trust, employee safety, efficiency and integrity.

341.2 DUTY

It shall be the duty of every member of the Ventura County Sheriff's Office to conduct themselves in an ethical manner and to perform their duties in a manner consistent with the Law Enforcement Code of Ethics.

341.3 MISCONDUCT - DEFINED

- (a) Commission of a criminal offense
- (b) Neglect duty
- (c) Violation of department / county policies, rules or procedures
- (d) Conduct that may tend to reflect unfavorably upon the employee or the department

341.4 COMPLIANCE WITH RULES AND POLICIES

- (a) It shall be the duty of every member of the department to be thoroughly familiar with the provisions of department and county policies. Members shall conform to and abide by these orders, observe all applicable state/federal laws and county/city ordinances, and render their services to the county with enthusiasm, courage, discretion and loyalty.
 - 1. "Member" is defined as any individual working for the Sheriff's Office in any capacity including sworn, professional staff, volunteer or contract employees.
- (b) Any order issued over the signature or name of the Sheriff shall have the same effect and be construed the same as a part of the rules and policies of the department.
- (c) An order issued by an assistant sheriff or bureau commander pertaining to the personnel of their particular command shall be construed as a rule or policy of that command. Orders issued by civilian managers pertaining to the personnel under their authority shall be construed in a similar manner.
- (d) Members shall adhere to the policies or rules of the department or county.
- (e) A supervisor, manager or commanding officer shall take appropriate action when apprised of a potential violation of these policies or of any other misconduct.

341.5 DISCHARGE OF DUTIES

- (a) Sworn members shall preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property, and enforce those laws of the State of California, and the ordinances of the County of Ventura which the department is required to enforce by law or policy.

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- (b) Members shall perform all duties and responsibilities as required by specific assignment and as required by proper authority.
- (c) Members shall treat all fellow employees and members of the public professionally and with respect regardless of the individual's race, color, national origin or ancestry, sex (including gender and pregnancy), age, physical or mental disability, medical condition, religious creed, marital status, sexual orientation (including heterosexuality, homosexuality, and bisexuality), citizenship status, uniformed service member status, or genetic characteristics.
- (d) Members shall discharge their duties in a non-emotional and firm manner, and act together to assist and protect each other in service to the public and the maintenance of law and order.
- (e) Members shall direct and coordinate their efforts in a manner that will establish and maintain the highest standard of efficiency.
- (f) Members shall be unwavering in the performance of their duties, acting in a manner that brings credit and distinction upon themselves and the department, while assuming responsibility and exercising diligence, intelligence and interest in the pursuit of their duties.
- (g) Whenever operationally appropriate, members shall have regular hours assigned to them for active duty and when not so engaged they shall be considered "off duty." They may, however, be ordered to duty as needed. When "off duty" members shall take appropriate police action on any matter coming to their attention.
- (h) When possessing legitimate authority and sufficient means, members shall take proper action in any situation requiring police attention within a reasonable time after arriving on the scene.
- (i) Members shall display courage and support their fellow officers in the performance of duty.
- (j) Members shall always remain awake and alert while on duty.
- (k) Members shall not loiter in, or about, business establishments while on duty.
- (l) Members shall treat all people and animals humanely and will render and provide the necessary humane action which the circumstances may require.
- (m) Members shall be firm, resolute, and energetic, when performing their duties. When the use of force becomes necessary, only reasonable force shall be used as outlined in the Use of Force policy.
- (n) Members shall refuse, and report to their supervisor as soon as practical any bribes or offers to engage in any acts of extortion or other unlawful means of obtaining money or property through their position with the department.
- (o) Members shall refuse any reward for the performance of their duties, and shall not seek, ask or accept a gratuity of any kind. While off-duty, members shall not use their position to seek, ask or accept a gratuity of any kind.
- (p) Members shall refuse to accept, directly or indirectly, from any person under investigation, or in custody, or after discharge from custody, or from any friend or friends of any such person, any gratuity, fee, loan, reward, or gift whatsoever.
- (q) Members shall not recommend or suggest to anyone the employment or name of any person, firm or corporation, as attorney, counsel or bondsman. Nothing herein shall be

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construed as restricting the rights of members of the department in connection with the administration of their private affairs.

- (r) While on duty, members shall refrain from making comments or statements that compromise the public trust or the professional image of the Sheriff's Office.
- (s) A supervisor shall support subordinates when they are acting within their rights.
- (t) A supervisor shall censure a subordinate in private, when possible.
- (u) Upon becoming aware of possible misconduct, members shall immediately notify an uninvolved supervisor.
- (v) A supervisor who becomes aware of an alleged act of misconduct shall:
 - 1. Unless necessary, avoid contacting the named member, to preserve investigative options;
 - 2. Take appropriate action to prevent injury, property loss, unwarranted risk of liability on the part of the department or its members, or aggravation of an ongoing, in-progress or imminent incident;
 - 3. Ensure the bureau commander or assistant sheriff of the named member is promptly notified, via the chain of command.
- (w) When a member is detained/arrested for any criminal offense, or when a member has knowledge they have been named as a suspect in any written report or filed complaint with any police agency regarding an offense, that member shall make the following notifications within 24 hours:
 - 1. Bureau commander of the involved member;
 - 2. After normal business hours, contact the watch commander in the SCC.
- (x) Members shall accept and book any and all property, including money, firearms, and drugs, received for safe keeping or destruction as a result of any on-duty contact. Members shall not attempt to make other arrangements with the public to return, on-duty or off-duty, for the purposes of receiving or purchasing property intended for safe keeping or destruction.

341.6 RESPECT AND COOPERATION

- (a) Members shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other and divisions and units of the department.
- (b) Members while on duty, or otherwise representing the department, shall not publicly criticize any official act of any member of this or any other department of city, county, state, or federal government without the express approval of the Sheriff or his designee.
- (c) Members shall act professionally toward other members of the department.
- (d) During the course of any official inquiry by a supervisor or official investigation by the department, members shall give full, complete, and truthful statements.

341.7 EXECUTION OF ORDERS

- (a) Members shall strictly obey and promptly execute any lawful order from a ranking officer.

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1. The term "lawful order" shall be construed as any order that is not unlawful on its face and is in keeping with the performance of any duty prescribed by law or rule of the department, or for the preservation of order, efficiency and proper discipline.
- (b) Members shall not speak critically or derogatorily to other members of the department or to any person outside of the department regarding the orders or instructions issued by any ranking officer. However, in any case where there is sound reason to believe that such orders or instructions are inconsistent or unjust it is the right of any member receiving the order to respectfully call it to the attention of the officer issuing the order.
- (c) In the event of conflicting orders, the employee receiving the order shall respectfully call the attention of the superior officer to the last order creating the conflict. Should the superior not change the order it shall be obeyed and the employee shall not be held responsible for disobedience of any former order.

341.8 ABSENCE FROM DUTY

- (a) Members shall be punctual in reporting for duty at the time and place designated by proper authority.
- (b) Members shall obtain proper leave and/or permission prior to any absence except as stated in Section 341.8c.
- (c) When absent due to illness or other unexpected reason(s), members shall report the fact as soon as possible to their supervisor, or if unavailable, any on duty supervisor.
- (d) Members shall be honest about their sickness or injury to a representative of the department.

341.9 HABIT FORMING SUBSTANCES

- (a) Members shall not drink any kind of intoxicating liquor when on duty except in the performance of duty. For the purposes of this section, "in the performance of duty" shall be construed to mean the acts of members when assigned to the investigation of vice or narcotics or the investigation of any other offense, when it is absolutely necessary to the investigation.
- (b) Members shall report to their assignment ready and fit for duty. Members who report for duty and are found to be impaired by or under the influence of alcohol or drugs (including, but not limited to marijuana or drugs of any kind, whether or not prescribed to the member) will be deemed unfit for duty and removed from their assignment. The odor of alcohol on the breath or common symptomology of drug usage will be considered presumptive evidence of being under the influence.
- (c) Members shall not consume alcohol while on department premises or worksites or use illegal drugs (including, but not limited to marijuana) any time or location, whether on or off duty.
- (d) If found intoxicated by alcohol or impaired by, or under the influence of illegal drugs (including, but not limited to marijuana) in a public place at any time, members may be subject to immediate suspension pending an investigation.
- (e) When otherwise fit for duty and scheduled to report to their assignment, members may only use drugs or narcotics provided such drugs or narcotics are properly prescribed by a physician and will not impair their abilities to safely and completely perform their duties. Any member scheduled to report for duty who is prescribed and is taking medication that impairs his/her ability to safely and completely perform his/her duties

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shall not report for duty and shall report the fact of his/her prescription and the effects of the medication to their immediate supervisor and Sheriff's Human Resources as soon as practicable. After making such a report, members may be required to obtain a written release from his/her physician prior to returning to work.

- (f) While on duty, members shall not smoke or use smokeless tobacco when conducting business with any person. Smoking or using smokeless tobacco which places the appearance of good conduct in question is prohibited.
- (g) Members shall not smoke or use smokeless tobacco in county owned or rented buildings or in any county or contract city owned vehicle.
- (h) Marijuana is illegal under Federal law. Possession of medical or recreational marijuana or use of marijuana on or off duty is prohibited and may lead to disciplinary action.

341.10 PERSONAL APPEARANCE

- (a) Members shall maintain a clean, sanitary and hygienic appearance.
- (b) Non-uniformed members shall be dressed neatly and appropriately in keeping with department standards.
- (c) Uniformed members shall keep their uniforms as neat as possible at all times; equipment shall be kept clean and in serviceable condition.
- (d) When in uniform, members shall maintain a professional bearing.

341.11 PERSONAL CONTACT INFORMATION

All members shall maintain a personal telephone (cellular or landline) in order to facilitate contacting off-duty personnel as the need may arise.

Members shall advise Sheriff's Personnel of any change of address or telephone number within 48 hours of such change. This notification shall occur in addition to any other notifications/ changes (i.e. area station, VCHRP, etc.).

341.12 RECORDS AND COMMUNICATIONS

- (a) Members shall be truthful and accurate when entering or causing to be entered any information or material matter into any department books, records, reports or computer-based systems.
- (b) Members shall be truthful and accurate when making statements to supervisors or authorized investigators.
- (c) Members shall properly and promptly report any information given them in good faith by any citizen regarding matters that indicate the need for action by the department.
- (d) Members shall give proper information except that which is deemed to be confidential to persons requesting the same. The information shall be given carefully, courteously and accurately, avoiding unnecessary controversy.
- (e) Members shall ensure information of a critical/confidential nature concerning the department or its members is not communicated in any manner to any person or agency unless a complete written report regarding the same has been submitted to a supervisor and the supervisor authorizes the release of that information.
- (f) Members shall only use county communication facilities or equipment for sanctioned purposes.

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- (g) Members shall obtain the approval of the Sheriff or his designee prior to corresponding or communicating with any county department head, the County Executive Officer or any member of the Board of Supervisors concerning department business.
- (h) Members shall obtain the approval of a supervisor prior to discussing or imparting the content of any directive or other confidential information of the department to anyone except those for whom it is intended, permitted, or required by law.
- (i) Members shall maintain integrity of all records accessed through local, state, and national information systems. Members shall use these systems for official purposes only. Contents of any criminal record filed in the department shall only be exhibited or divulged as prescribed by law.
- (j) Members shall only remove those official department records as directed by their supervisor or as prescribed by law.

341.13 CARE OF PROPERTY AND EQUIPMENT

- (a) Members shall have the knowledge and consent of proper authority prior to incurring a liability chargeable against the department or the County of Ventura.
- (b) When any member damages real or personal property in the performance of their duties the member shall report it promptly to a supervisor in writing.
- (c) Members shall be responsible for the proper care, maintenance and serviceable condition of county property under their care. The loss of, damage to, or unserviceable condition of any county property shall be promptly reported to a supervisor.
- (d) Members shall be personally responsible for the badge, cap piece, identification card and access cards issued to them. Members shall not permit any other person to borrow or use the items. Loss of such items shall be reported immediately to the member's supervisor and to the Human Resources Bureau in writing setting forth the circumstances leading to such loss.
- (e) Members who are suspended, resign or separated from the department for any reason, shall surrender to the Human Resources Bureau, the Professional Standards Bureau or to their supervisor, all the property belonging to the county including any evidence or property entrusted to them for safekeeping.
- (f) Members shall exercise utmost care in the handling of firearms, weapons, chemical agents and explosives. All loaded firearms not considered to be evidence shall be immediately unloaded. Firearms seized as evidence shall be handled in accordance with evidentiary procedures for loaded weapons.
- (g) Members shall not appropriate any county property for personal use.
- (h) Members who have any person(s) under arrest or detention shall be responsible for the proper safeguarding of such person(s) and their property.
- (i) Members shall not fabricate, withhold, tamper with or destroy evidence of any kind.
- (j) Members who come into possession of any monies or other property shall deliver it to the proper custodian. A report shall be made of the transaction.

341.14 OPERATION OF COUNTY VEHICLES

- (a) All sworn members shall maintain a valid California Driver's License. All other members employed in positions that might require the ability to drive shall maintain a valid California Driver's License.

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- (b) Except when in pursuit, members shall obtain authorization from their supervisor prior to using county vehicles outside of Ventura County.
- (c) Members shall have the permission of a supervisor prior to using a county vehicle.
- (d) When operating county vehicles, members shall obey all traffic laws as prescribed by the Vehicle Code and department policy.
- (e) Unless required as part of an active investigation, members shall only allow authorized persons to operate county vehicles.
- (f) Members operating a county vehicle shall only permit authorized department employees, persons required to be conveyed in the performance of duty, or persons authorized by a supervisor, to ride in such vehicle.
- (g) Members shall promptly notify their supervisor of an accident with, or damage to, a county vehicle or privately owned vehicle in the service of the county, operated by them or in their charge. The member involved in such action shall promptly make a report of such accident or damage in writing upon the proper forms. (Members are referred to the Vehicle Damage and Tow General Order for additional information.)

341.15 SUPERVISION OF INMATES

- (a) Members shall obtain the authorization of the facility or housing sergeant before delivering messages or any personal material for inmates.
- (b) Members shall not fraternize, nor develop personal relationships with any person in custody in any facility, or any person who has previously been involved in criminal activity. Members shall only associate with such persons upon official capacity or where unavoidable because of workplace assignments or personal family relationships. Members shall not correspond in any manner with former inmates unless it is part of official duties. Members who are contacted by inmates or former inmates through other than official channels shall report such contact within 24 hours to a supervisor.
- (c) Member shall obtain authorization from the facility manager or designee, prior to granting any special favors to individual inmates in exchange for information. If an inmate divulges information, the member shall verbally report the circumstances to the facility or housing sergeant without unnecessary delay.
- (d) Members shall obtain prior approval of the facility manager or designee, before accepting or giving anything of value to an inmate other than those items approved by policy.
- (e) Members shall not deposit money in an inmate's account. Exceptions:
 - 1. When the inmate is a relative of the member depositing the money, the member shall notify the facility manager, in writing, prior to the deposit.
 - 2. When the money being deposited is part of an investigation and the facility commander has approved the transaction.
- (f) Members shall not discuss personal matters with inmates, nor provide personal information about themselves or other inmates.
- (g) Members shall refuse all gratuities from inmates. If a gratuity is offered, members shall immediately report the circumstances to a supervisor.
- (h) Members shall obtain approval through the chain of command prior to embarking upon rehabilitation programs, reward operations or any other projects within the jail system which are not divisional practice.

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- (i) Members shall not fraternize with, engage the services of, accept services from, or do favors for any person in the custody of any department or agency.
- (j) Members shall not associate socially with or fraternize with the spouse of any person in the custody of the department or any other detention facility.
- (k) Members shall ensure all weapons or objects adaptable for use as weapons, are not placed or left unattended in any location of any facility or department building normally accessible to inmates.
- (l) Members shall ensure the security of department facilities and those in our custody is maintained. Members who negligently commit or omit any act, which either results, or could have reasonably resulted in, the escape of any inmate may be subject to discipline.
- (m) Except in cases of emergency, members shall remain at their assigned security post until permission to leave is granted by proper authority.
- (n) Members shall not manage, hold, sell or attempt to sell, any real or personal property of any inmate except that which is required by federal / state law or county ordinance.
- (o) Members shall not engage in any game, contest or wager with any inmate.
- (p) Members shall not provide a room, house, or any place of residence to a former inmate or to an inmate whom they know will soon be released from custody. Nothing in this section shall preclude a member from providing lodging to a family member.

341.16 GENERAL CONDUCT

- (a) Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the department or any conduct which has a tendency to adversely affect, lower, or destroy public respect and confidence in the department, or any member. Conduct unbecoming also includes any conduct that brings the department or any member into disrepute or brings discredit upon the department, or any member. Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably upon the department.
- (b) Members of the department shall obey all federal statutes, state laws and local ordinances.
- (c) Members of the department shall not become intoxicated or disorderly in a public place at any time.
- (d) Members shall avoid being personally involved in neighborhood quarrels or disputes that are beyond the scope of their official duties.
- (e) Members shall not play any game of chance for stakes or wagers in violation of any law except in the performance of duty.
- (f) Members shall not enter any house of ill repute except in the performance of duty and if required to enter such place they shall report the fact to their supervisor.
- (g) Members shall not use their uniforms, rank or status for personal gain.
- (h) Members shall not be engaged as a private detective, bill collector, counselor at law, or be an active participant in any business engaged in the sale of alcoholic beverages in a business located in Ventura County, except in the performance of law enforcement duties. No member shall have as a business partner any person whose occupation would fall into the above categories. Pursuant to the Alcohol Beverage Control Act (CA

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Code of Regulations, Title 4, Division 1, § 62) a law enforcement officer is not prohibited from ownership or interest in an establishment required to possess a license under the Alcohol Beverage Control Act where the premises are located outside the county where the officer is employed. Under these circumstances, deputies and professional staff are not prohibited from such business ventures. However, all outside employment shall conform to the provisions of Policy 1040 —Outside Employment.

- (i) Members shall pay their debts. They shall not sell or assign their salaries or incomes, or contract any debts or liabilities that they are unable or unwilling to pay. Members shall promptly pay all indebtedness, claims and judgments and satisfy all executions that may be held or issued against them.
- (j) When the National Anthem is played, sworn members shall stand at attention, and, if in uniform with cover, shall render a military salute.
- (k) Members shall avoid associating with persons who are under criminal investigation or indictment or who are regularly known to be involved in criminal activity. Members shall only associate with such persons in their official capacity or where unavoidable because of personal family relationships.

341.17 PUBLIC RELATIONS

- (a) Members shall strive to gain public support of, and promote cooperation with, department programs and procedures to facilitate the department's objectives. The attitude of each member shall be one of service and courtesy. Members shall interact with the public, other employees, arrestees, and inmates in a polite and professional manner.
- (b) Members shall be especially sensitive in dealing with persons who have suffered the loss of a loved one in a crime, a traffic accident or other misfortune. Members shall provide whatever assistance allowable to next of kin in such instances. This shall include providing information and explanations about the processes of the criminal justice system.
- (c) Members shall obtain the prior approval of the bureau commander or the appropriate assistant sheriff before addressing any public gathering, appearing on radio or television programs deliberately, appearing in photographs as an authorized representative of this department, or writing articles or manuscripts, or endorsing publications, wherein they are identified as a member of the department.
- (d) Any member receiving a request from any person or organization to appear as a speaker before a public or private group, club or society shall request permission from their supervisor in advance.
- (e) Members are expected to provide accurate information to the media. Using the media in an official capacity for personal benefit is prohibited.
- (f) Members shall cooperate whenever possible with the media and other information outlets. When necessary to withhold information, members shall do so politely with an explanation for their inability to cooperate.

341.18 JUVENILE OFFENDERS

When interacting with juveniles, members shall ensure their attitude, demeanor and speech remains civil and respectful. Members shall properly report any matter coming to their attention in which a juvenile is delinquent or the victim of any offense or neglect.

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341.19 VICE ENFORCEMENT

- (a) Sworn members shall make arrests for vice offenses when they have reasonable cause to believe the suspect has committed a felony or the violation has occurred in their presence. However, if a sworn member has information that vice violations are occurring behind closed doors, that member shall gather all information possible and write a complete report. Such report shall be forwarded to a supervisor. If immediate action is necessary, members shall immediately contact their supervisor.
- (b) When members receive information from a complainant, victim or informant that requires immediate attention, they shall make an oral report to a supervisor, followed by a written report.

Department Technology Use

342.1 PURPOSE AND SCOPE

This policy describes the use of department computers, software and systems.

342.1.1 EMPLOYEE TECHNOLOGY USE POLICY

http://vcweb/policies/policystandard_pdf/1.pdf

342.2 ELECTRONIC MAIL (E-MAIL)

The electronic mail (e-mail) system is provided to department employees to assist them in carrying out county business. The e-mail system is to be used for business-related purposes. Personal use of the e-mail system must be in compliance with the county's Employee Technology Use Policy. Department employees shall open their e-mail and appointments at the beginning and end of each shift worked. If you have a "Clutter" and/or a "Junk" file set up, you are responsible for checking the e-mail in that file just as if it were your in-box to ensure that you receive communications that are meant as official business notification. As an example, if you have a clutter and/or junk file and you receive an e-mail in one of those files notifying you of upcoming mandated training or overtime, it is your responsibility to open that clutter/junk file and receive that official notification. Failure to receive notification due to e-mail going to your clutter or junk file will not be an excuse for missing an important training date or an overtime shift, or other important communication.

342.2.1 PROHIBITED USE OF E-MAIL FOR PUBLIC RECORDS

Department employees are not to use county e-mail for communications that constitute public record. Any communications received by department employees in the course of normal business that constitute a public record are to be reduced to hard copies and the e-mail version deleted. Although it is possible for county e-mail to constitute a public record, Section 6254 provides the following exemption as reads in part as follows: "(a) Preliminary drafts, notes, or interagency memoranda that are not retained by the public agency in the ordinary course of business..."

Therefore, to prevent the need to disclose county e-mail as public record, county e-mail is to be used only to communicate such preliminary drafts, notes, or interagency memoranda that are not retained by the public agency in the ordinary course of business.

342.2.2 RETENTION

E-mail is to be retained in electronic form for no more than two (2) years from the date of creation or receipt. All unsolicited, non-business e-mail received by department employees is to be deleted immediately.

342.2.3 PRIVACY

The department has the capability to review, copy, and delete any messages sent, received, or stored on the e-mail system. The department reserves the right to access, review, copy, or delete all messages for any purpose and to disclose them to any party it deems appropriate. However, the department recognizes that certain agencies have a duty of confidentiality imposed by law.

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For those agencies, in the event that e-mail must be accessed, confidentiality will be maintained. No user of the county electronic mail system should have an expectation of privacy.

342.2.4 E-MAIL CONTENT AND ETIQUETTE

County e-mail is not to include content that may be deemed harassing, sexual, offensive, or otherwise inappropriate. Someone other than the addressee you send them to and may possibly be disclosed to outside parties may read e-mail messages. Accordingly, care is to be taken to ensure that messages are courteous, professional, and businesslike.

342.2.5 FORWARDING OF E-MAIL

Outlook mail boxes should not be set up to automatically forward e-mail messages to an external mailbox. Automatic forwarding poses a security risk for the county.

342.2.6 E-MAIL MESSAGE SIZE LIMITATIONS

Messages with large attachments delay e-mail delivery for the entire county. To prevent problems related to e-mail with large attachments, a limit of 15 megabytes is required on county business related incoming/outgoing e-mail.

342.2.7 ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS

Some of the messages sent, received, or stored on the county e-mail system will constitute confidential, privileged communications between the county and either its inside or outside attorneys. Upon receipt of a message either from or to counsel, do not forward it or its contents to others inside the county without counsel's authorization. Never forward such messages or their contents to any outsiders.

342.2.8 COUNTYWIDE BROADCASTS

County e-mail shall not be used to announce, advertise, or otherwise promote any event, cause, organization, or activity that is not an official department or County of Ventura function or program. An assistant sheriff must approve any use of the e-mail system to promote a legitimate event department-wide.

News Media Relations

346.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

346.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff, however, in situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, assistant sheriffs, watch commanders and designated public information officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

346.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor, the case agent or the designated department media representative.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department;
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Sheriff.
- (d) All department news stories shall be disseminated via the Watch Commander's office or Sheriff's Administration. All news stories must contain contact information (e.g. the case agent's cell phone number or desk telephone number and email) for the media. The contact person must be available immediately following the release of a news story, even in the evenings or regular days off.
- (e) Booking photos shall only be released with prior approval of Sheriff's Administration/Sheriff's Public Information Officer.

346.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

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1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.
 2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR § 91.137).
- (c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

346.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of deputies and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff or his designee.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Sheriff or his designee will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

346.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

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- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Information concerning incidents involving certain sex crimes and other offenses set forth in Government Code § 6254(f) shall be restricted in accordance with applicable statutory provisions.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Medical Examiner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

346.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

- (a) Confidential peace officer personnel information (See the Personnel Files Policy)
 - 1. The identities of deputies involved in shootings or other major incidents may only be released to the media by the Sheriff or his/her designee, pursuant to consent of the involved deputy or upon a formal request filed and processed in accordance with the Public Records Act.
- (b) Copies of traffic collision reports (except to the involved parties and their authorized representatives) (Vehicle Code § 20012)
- (c) Criminal history information
- (d) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
- (e) Information pertaining to pending litigation involving this department
- (f) Information obtained in confidence
- (g) Any information that is otherwise privileged or restricted under state or federal law. (Government Code § 6254(k)).

Court Appearances and Subpoenas

348.1 PURPOSE AND SCOPE

This procedure has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance.

348.2 COURT SUBPOENAS

Employees who receive subpoenas related to their employment with this department are subject to the provisions of this policy. Employees should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed, or properly notified. This policy applies to civil and criminal subpoenas. Employees are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

348.2.1 SERVICE OF SUBPOENA

Service of a subpoena requiring the appearance of any department employee in connection with a matter arising out of the employee's course and scope of official duties may be accomplished by e-mail, personal service on the employee or by delivery of two copies of the subpoena on the employee's supervisor or other authorized departmental agent (Government Code § 68097.1 and Penal Code § 1328(c)). Subpoena service is also acceptable by courier or court liaison from the court to this department.

348.2.2 VALID SUBPOENAS

No subpoena shall be accepted for an employee of this department unless it has been properly served and verified to have originated from a recognized legal authority.

348.2.3 ACCEPTANCE OF SUBPOENA

- (a) Only the employee named in a subpoena, his/her immediate supervisor or the department subpoena clerk shall be authorized to accept service of a subpoena. (Penal Code § 1328(c)). Any authorized employee accepting a subpoena shall immediately provide a copy of the subpoena to the department subpoena clerk. The subpoena clerk shall maintain a chronological log of all department subpoenas and provide a copy of the subpoena to each involved employee.
- (b) Any supervisor or other authorized individual accepting a subpoena on behalf of another employee shall immediately check available schedules to determine the availability of the named employee for the date listed on the subpoena.
- (c) Once a subpoena has been received by a supervisor or other authorized individual, a copy of the subpoena shall be promptly provided to the subpoena clerk as well as a copy to the individually named employee.
- (d) Prior to the appearance date and time, employees shall call the Witness Coordination Unit (654-3006) of the District Attorney's Office and confirm if they still need to appear on the date and time listed on the subpoena. It is possible to be placed "on call" at the discretion of the District Attorney's Office. If while on call, an employee is summoned by the District Attorney's Office, the employee shall immediately report to the court designated on the subpoena.

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348.2.4 REFUSAL OF SUBPOENA

Subpoenas are received from the District Attorney's Office, via e-mail, up to 6 weeks in advance. Employees have the responsibility to notify, via e-mail, their subpoena clerk of all approved vacation / leave or scheduled training days, so those days can be "blackened out" in the subpoena computer system. Once the subpoena clerk receives the e-mail notification from our employee, the subpoena clerk will not accept a subpoena on behalf of the employee on these days.

- (1) If a subpoena is accepted on behalf of an employee and then the employee is assigned a training day, the employee is responsible for contacting the District's Attorney's office to attempt to get the court date rescheduled. If the employee is unable to get the court date rescheduled, the employee will notify the training scheduler of the conflict so the training can be rescheduled.
- (2) In special circumstances, employees may seek a waiver of this policy from their respective captain or commander to attend mandatory training classes.

Except where dates have been "blackened out" by the subpoena clerk; training, vacations and regularly scheduled days off are not valid reasons for refusing a subpoena or missing court. If, due to illness or injury, the named employee is unable to appear in court as directed by a previously served subpoena, he/she shall, at least one hour before the appointed date and time, inform the subpoena clerk or the watch commander of his/her absence. It shall then be the responsibility of the subpoena clerk to notify the issuing authority of the employee's unavailability to appear.

If the immediate supervisor or other authorized individual knows that he/she will be unable to deliver a copy of the subpoena to the named employee within sufficient time for the named employee to comply with the subpoena, the supervisor or other authorized individual may refuse to accept service (Penal Code § 1328(d)).

If a subpoena is presented for service to an immediate supervisor or other authorized individual less than five working days prior to the date listed for an appearance and the supervisor or other authorized individual is not reasonably certain that the service can be completed, he/she may refuse to accept service (Penal Code § 1328(e)).

If, after initially accepting service of a subpoena, a supervisor or other authorized individual determines that he/she will be unable to deliver a copy of the subpoena to the individual named employee within sufficient time for the named employee to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

348.2.5 COURT STANDBY

To facilitate court standby agreements with the courts, employees are required to provide and maintain current information on their address and phone number with the department. Employees are required to notify the department within 48 hours of any change in residence address or home phone number, and to provide accurate and reasonably reliable means or methods for contact.

If an employee on standby changes his/her location during the day, the employee shall notify the subpoena clerk of how he/she can be reached by telephone. Employees are required to remain on standby each day the case is trailing. In a criminal case the Deputy District Attorney handling the case is the only person authorized to excuse an employee from standby status.

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348.2.6 OFF-DUTY RELATED SUBPOENAS

Employees receiving valid subpoenas for actions taken off-duty not related to their employment with Ventura County Sheriff's Office shall comply with the requirements of the subpoena. Employees receiving these subpoenas are not compensated for their appearance and arrangements for time off shall be coordinated through their immediate supervisor.

348.2.7 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions.

When an employee fails to appear in response to a subpoena, the respective bureau commander will determine the reason for the employee's absence. Disciplinary action shall be taken if the employee is found negligent.

The first offense may result in a written reprimand. Subsequent offenses within one year from the date of the occurrence shall result in a written reprimand or suspension without pay. Personnel who fail to appear in court in response to a subpoena within twelve months of receiving a suspension for a violation of this policy shall be subject to progressive discipline.

348.3 CIVIL SUBPOENAS

The department will compensate employees who appear in their official capacity on civil matters arising out of the employee's official duties as directed by the current Memorandum of Agreement. In such situations, the department will also reimburse any deputy for reasonable and necessary travel expenses.

The department will receive reimbursement for the deputy's compensation through the civil attorney of record who subpoenaed the deputy.

348.3.1 PROCEDURE

To ensure that the deputy is able to appear when required, that the deputy is compensated for such appearance, and to protect the department's right to reimbursement, deputies shall follow the established procedures for the receipt of a civil subpoena.

348.3.2 CIVIL SUBPOENA ACCEPTANCE

Subpoenas shall not be accepted in a civil action in which the deputy or department is not a party without properly posted fees pursuant to Government Code § 68097.6.

348.3.3 PARTY MUST DEPOSIT FUNDS

The party in the civil action that seeks to subpoena a deputy must deposit the statutory fee of \$275 (Government Code § 68097.2) for each appearance before such subpoena will be accepted. Parties seeking to have the deputy make multiple appearances must make an additional deposit in advance.

348.4 OVERTIME APPEARANCES

If the deputy appeared on his off-duty time, he will be compensated in accordance with the current employee Memorandum of Agreement.

Employees who appear off-duty in response to a subpoena shall complete an "Off Duty Court Appearance" form (SO-76).

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348.5 COURTROOM PROTOCOL

Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed.

348.5.1 PREPARATION FOR TESTIMONY

Before the date of testifying, the subpoenaed deputy shall request a copy of relevant reports and become familiar with their content in order to be prepared for court.

Evidence and property shall be suitably arranged for presentation as necessary.

348.5.2 COURTROOM ATTIRE

Employees shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie, and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse, and skirt or slacks.

348.6 COURTHOUSE DECORUM

Employees shall observe all rules of the court in which they are appearing, refrain from smoking or chewing gum in the courtroom, and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

When giving testimony, employees shall speak in a calm and distinct manner.

Employees shall not attempt to manipulate the outcome of any legal proceeding by acting or failing to act in any manner that will interfere with the furtherance of justice. This section shall not prevent a member of the department from cooperating with the prosecuting attorney.

Employees shall not accept anything for appearing in a legal proceeding except compensation from the County of Ventura.

Employees shall observe the utmost attention and respect toward magistrates and proceedings at all times.

Employees shall testify accurately without overstating or understating the facts relating to the case. They shall not volunteer any information, but under direction, answer all questions in a concise manner.

348.7 TESTIFYING AGAINST THE INTEREST OF THE PEOPLE OF THE STATE

Any member or employee who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying or providing information on behalf of or at the request of any party other than the People of the State of California, any county, any city, or any of their officers and employees in which any of those entities are parties, will notify their immediate supervisor without delay.

This includes, but is not limited to the following situations:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any county, any city, or their officers and employees.
- (c) Providing testimony or information on behalf of or at the request of any party other than any county, city, or any county or city official in any administrative proceeding, including but not limited to personnel and/or disciplinary matter.

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Mutual Aid and Outside Agency Assistance

352.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to deputies in the request of or answering the request for assistance involving another law enforcement agency.

It is the policy of this department to provide assistance whenever possible, consistent with the applicable laws of arrest and detention policies of this department, when another law enforcement agency requests assistance with an arrest or detention of any person.

This department may also request an outside agency to provide assistance. Nothing in this policy is intended to discourage personnel of this department from assisting personnel from other public safety agencies in emergency situations or from providing assistance to other officers in routine police matters.

Specialized units have standard operating procedures that dictate specific protocol and practices. Refer to those SOP's.

352.1.1 ASSISTING OUTSIDE AGENCIES

Generally, calls for assistance from other agencies are routed to the watch commander for approval. The watch commander shall obtain all pertinent information concerning the request. If the request is granted, the watch commander will contact the appropriate unit(s) within our department. If appropriate, the watch commander will have a patrol supervisor dispatched to meet with the requesting party.

An evaluation of the request for assistance will include a review of any warrant issued in conjunction with the operation, a review of the operational plan, and the contingency plan(s) if the need arises. Factors to consider include:

- The nature of the operation
- Time of day and day of week the operation is to take place
- Physical setting of the location of the operation
- Criminal background and propensity of violence of the subject(s)
- Resources needed to safely conduct the operation
- Operational briefing of all involved personnel

When an authorized employee of an outside agency requests the assistance of this department in taking a person into custody, available deputies shall respond and assist in making a lawful arrest. If a deputy receives a request in the field for assistance, that deputy shall notify a supervisor. Arrestees may be temporarily detained by our agency until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to other county facilities.

Deputies should use the least intrusive means reasonably necessary to ensure the safety and success of the assistance rendered to other outside agencies. In the event of a disagreement or dispute with the outside public safety agency concerning assistance

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Mutual Aid and Outside Agency Assistance

given, the commander of the division having jurisdiction shall be notified as soon as practical.

GOVERNMENT CENTER "" JURISDICTION AND EMERGENCY RESPONSE

353.1 PURPOSE AND SCOPE

To delineate the jurisdictional lines of law enforcement responsibility at the Government Center, and to provide for an immediate emergency response.

353.2 TERMS

Through mutual agreement between the Ventura Police Department and our department, we have accepted the policing responsibility for the Government Center. The area will be treated as any other county area except that traffic flow, accident investigation and all forms of traffic enforcement will remain the responsibility of the Ventura Police Department.

353.3 JURISDICTION

The term 'Government Center' relates to all areas contained within the inner curb lines of Victoria Avenue, Telephone Road, Hill Street, and Webster Street. This perimeter will serve to define our mutual areas of responsibility, but will not preclude officers of either agency from responding to an observation of crime in progress or requests for assistance.

353.4 EMERGENCY RESPONSE

Court Services deputies have been designated as first responders to emergency calls for service at the Government Center. The Sheriff's Communication Center (SCC) will call 654-2947 (senior deputies' office), when calls requiring an immediate response at the Government Center are received.

In those instances where no senior deputy is available, contact on-site private security dispatch at 654-2931. Private security will then be responsible for broadcasting the information to Court Services deputies.

West County Patrol (Headquarters Station) will respond to assume primary responsibility for the scene, unless otherwise directed. This also applies to those instances where a Court Services deputy self-initiates after observing an emergency situation away from the courtroom.

AUTOMATIC EXTERNAL DEFIBRILLATOR A.E.D

355.1 PURPOSE & SCOPE

The Automated External Defibrillator (AED) is a portable device used to deliver an electric shock through the chest wall to the heart during a specific type of cardiac arrest.

This policy does not establish a mandatory duty to use the AED.

Use of the AED is subject to the discretion of the trained Sheriff's user based on an evaluation of the total circumstances.

355.2 USE & REPORTING

Any department member who has successfully completed authorized training may use the AED.

- (a) Training - AED training will be included in all department First Aid / CPR training courses and may include training provided by the county EMS-AED Administrator.

355.2.1 OPERATIONAL RESPONSIBILITIES

- (a) The department will maintain an AED Program Administrator who will provide:
 - 1. Training guidelines for proper AED operation.
 - 2. Procedures for the selection and use of all equipment.
 - 3. Coordination of inspection, repair, and maintenance of AED's.
- (b) Ventura County Criminal Justice Training Center shall:
 - 1. Ensure that all Ventura County EMS Agency training requirements are met.
 - 2. Maintain CPR-AED personnel training records.
- (c) AED trained personnel shall:
 - 1. Utilize AED units according to the procedures outlined in the Red Cross First Aid Standards.
 - 2. Report any use of AED equipment to the Training Center captain, a supervisor and the watch commander.
 - 3. Complete an Incident Report when the AED is used and forward a copy to the Training Center.

355.2.2 IMMEDIATE SUPERVISOR RESPONSIBILITY

When an AED is used, the immediate supervisor shall review and fax/ email a copy of the incident report to the Ventura County Emergency Medical Services Agency AED Administrator. Typically the EMS agency will want to inspect the AED and download internal AED electronic information.

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AUTOMATIC EXTERNAL DEFIBRILLATOR A.E.D

355.3 INSPECTIONS AND REPAIR

Each AED location shall have an assigned staff member who will maintain inspection compliance and notify the county AED program administrator of malfunctions. The location administrator will appoint a person for this function.

Monthly: The assigned AED operator shall check and maintain the AED (battery expiration, malfunctions and general condition).

Replacement batteries, electrodes and or repair can be ordered through the department AED administrator.

Registered Offender Information

356.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Ventura County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction and how the [Department/ Office] will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders..

356.2 POLICY

It is the policy of the Ventura County Sheriff's Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

356.3 REGISTRATION

The Major Crimes Sexual Assault Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

356.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph and any other information required by applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

356.4 MONITORING OF REGISTERED OFFENDERS

Detective Bureau Supervisors should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.
- (b) Review of information on the California DOJ website for sex offenders.
- (c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the California DOJ.

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Detective Bureau Supervisors should also establish a procedure to routinely disseminate information regarding registered offenders to Ventura County Sheriff's Office personnel, including timely updates regarding new or relocated registrants.

356.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Sheriff if warranted. A determination will be made by the Sheriff, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Ventura County Sheriff's Office's website. Information on sex registrants placed on the Ventura County Sheriff's Office's website shall comply with the requirements of Penal Code § 290.46.

The Records Manager may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1; Health and Safety Code § 11594), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

356.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the Internet website, to be released to a campus community (Penal Code § 290.01(d)):

- (a) The offender's full name
- (b) The offender's known aliases
- (c) The offender's sex
- (d) The offender's race
- (e) The offender's physical description
- (f) The offender's photograph
- (g) The offender's date of birth
- (h) Crimes resulting in the registration of the offender under Penal Code § 290
- (i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

356.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

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- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
- (f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

Major Incident Notification

358.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

358.2 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff and the affected Assistant Sheriff. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Critical Incidents and Shooting, Member Involved Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Ventura County official
- Arrest of a department employee or prominent Ventura County official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Incidents involving celebrities

358.3 WATCH COMMANDER RESPONSIBILITY

The watch commander is responsible for making the appropriate notifications. The watch commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The watch commander shall attempt to make the notifications as soon as practical.

358.3.1 STAFF NOTIFICATION

In the event an incident occurs described in Policy Manual § 358.3, the Sheriff or his / her designee shall be notified along with the affected command staff.

358.3.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted. He/she will then contact the appropriate detective.

358.3.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the traffic sergeant shall be notified. He/she will then contact the appropriate accident investigator.

358.3.4 PUBLIC INFORMATION OFFICER (PIO)

A public information officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

Death Investigation

360.1 PURPOSE AND SCOPE

To define the notification and investigation responsibilities when responding to calls of a death.

360.1.1 DEFINITION

Field Determination of Death: Deputies may declare death at the scene when the subject has suffered decapitation, incineration, decomposition, or massive crush trauma.

- (a) Under any conditions other than those listed above, EMS personnel, at their discretion, may be allowed to perform assessments on any subject.

360.2 INVESTIGATION CONSIDERATIONS

PATROL SERVICES

- (a) All responses to reports of death shall be handled as a crime scene so that evidence can be preserved. The first deputy on scene shall protect the crime scene. If the first officer on scene is not a patrol deputy, one will be dispatched immediately.
- (b) Upon confirming a death, the patrol deputy(s) shall be responsible for the initial investigation to determine if the death was natural or suspicious in nature.
- (c) Natural Causes:
 - 1. If the death appears to be natural, the deputy shall relay the findings to the patrol watch commander. The patrol watch commander will notify the Medical Examiner.
 - 2. Reports shall be written on all responses to a report of a death. This includes those subject(s) who may be transported to the hospital and pronounced dead upon arrival. The patrol deputy(s) shall be responsible for completing the initial death report and securing the scene if detectives are dispatched.
- (d) The patrol deputy's report should include:
 - 1. Witnesses who last saw the victim prior to death or discovered the body
 - 2. Name(s) of treating doctor(s) and/or caregiver(s) (address, phone number, and date last seen)
 - 3. Known medical / mental conditions
 - 4. Prescribed medication(s) and medication(s) found at the scene
- (e) Suspicious or Unusual:
 - 1. If the death appears to be suspicious or unusual, the watch commander shall be immediately notified, and a field supervisor dispatched.
 - 2. The patrol watch commander shall immediately contact the Major Crimes Bureau.
- (f) Unintentional Drug Overdoses:
 - 1. Unintentional drug overdoses should be treated as a criminal investigation in which the end result of a felony drug transaction caused either a significant non-fatal or fatal event.

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2. All overdoses shall be documented with an Incident Report detailing the officer's response and the circumstances of the call for service.
 - (a) An Incident Report shall be written which includes a survey of the scene with photographs and note anything that responding paramedics may have disturbed.
 - (b) Responding officers should obtain initial statements from friends/family.
 - (c) All drugs and other items of evidentiary value shall be collected as evidence rather than "Booked for Destruction."
 3. Non-fatal overdoses should, at a minimum, be referred to the attention of a Narcotic's Detective via email or a phone call prior to the end of shift. Should the responding patrol officer desire a Narcotic's Officer response to the scene, they should direct the request through the Watch Commander for notification.
 4. For fatal overdoses, the Watch Commander will notify the on-call Major Crime's Detective to respond to the scene. The Major Crime's Detective will notify Narcotic's Detectives for assistance.
- (g) Major Crimes Responsibilities:
1. The Major Crimes Captain, or designee, will make the determination if a Major Crimes investigator(s) will respond.
 2. The Medical Examiner, or representative, shall be responsible for the notification of next of kin, victim's property, release of identity, and removal of the body from the scene. This will be done in coordination with the patrol deputy(s) or Major Crimes personnel.
 3. Upon arrival, the Major Crimes investigators shall assume responsibility for the investigation and the crime scene.
- (h) Authority to request the Crime Scene Investigation Unit or the Forensic Science Lab personnel lies respectively with the discretion of the Major Crimes investigator.
1. The Major Crimes supervisor, or designee, shall contact the patrol watch commander prior to leaving the scene, or as soon as practical, advising the circumstances surrounding the death.
- (i) Public Information Officer (PIO) may be requested through the patrol watch commander. If requested, the PIO will be responsible for the handling of the media and writing a media release. The media released will be reviewed by the Major Crimes captain and forwarded to the patrol watch commander for distribution.
1. If a PIO does not respond, it is the responsibility of the Major Crimes Bureau to complete a media release and forward it to the patrol watch commander for distribution.

DETENTION SERVICES

- (a) Upon notification of a death at any of the Sheriff's Office Detention Services facilities, the following actions shall be initiated by the facility sergeant, or designee.
 1. Upon confirming a death, the facility deputy(s) shall be responsible for the initial investigation. All deaths (staff, visitor, or inmate) shall be treated as a potential homicide scene. The facility where the death occurred shall immediately go into lockdown, and all potential witnesses shall be isolated and sequestered until interviewed.

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- (b) Reports shall be written on all deaths. The facility deputy(s) shall be responsible for completing the initial death report and securing the scene until Major Crimes investigators arrive, even if the person has been transported and is pronounced dead at the hospital.
- (c) The facility sergeant will notify the patrol watch commander.
 - 1. The patrol watch commander will contact the Major Crimes captain, or designee.
 - 2. Major Crimes shall respond to any death inside a Detention Services facility. A Major Crimes investigator at the scene shall assume responsibility for the investigation and crime scene.
- (d) The facility sergeant shall remain responsible for the security of the facility and inmates. Any requests made by the Major Crimes investigators shall be made through the facility sergeant.
 - 1. The Major Crimes investigator may request the Crime Scene Investigation Unit or the Forensic Science Lab.
 - 2. The Major Crimes investigator shall notify the Medical Examiner, or representative, of all reported deaths. The Medical Examiner, or representative, shall be responsible for the notification of next of kin, victim's property, release of identity, and removal of the body from the scene, in coordination with the facility sergeant or Major Crimes personnel.
 - 3. The Major Crimes supervisor, or designee, shall contact the facility sergeant prior to leaving the scene, or as soon as practical, to advise the patrol watch commander of the circumstances surrounding the death.
 - 4. A Public Information Officer (PIO) may be requested through the patrol watch commander.
 - 5. Detention Services Division Policy and Procedures regarding Death and Critical Incidents shall be followed.
 - (a) It shall be the responsibility of the facility sergeant, or designee, to complete a Detention Services Critical Incident Checklist for any death or critical incident occurring within a Detention Services facility.

360.2.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Medical Examiner to inquire into and determine the circumstances, manner and cause of certain deaths. The Medical Examiner shall be called in any of the following cases:

- (a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities.)
- (b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by subdivision (e) of Section 1746 of the Health and Safety Code in the 20 days prior to death.
- (c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.
- (d) Known or suspected homicide

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- (e) Known or suspected suicide
- (f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.
- (g) Related to or following known or suspected self-induced or criminal abortion
- (h) Associated with a known or alleged rape or crime against nature
- (i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.
- (j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration
- (k) Accidental poisoning (food, chemical, drug, therapeutic agents)
- (l) Occupational diseases or occupational hazards
- (m) Known or suspected contagious disease and constituting a public hazard
- (n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere
- (o) In prison or while under sentence. Includes all in-custody and Sheriff's involved deaths
- (p) All deaths of unidentified persons
- (q) All deaths of state hospital patients
- (r) Suspected Sudden Infant Death Syndrome (SIDS) deaths
- (s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and die without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the Medical Examiner.

360.2.2 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone or teletype with all pertinent information (8 CCR 342(b)).

360.1 DEATHS OF SHERIFF DEPARTMENT MEMBERS

The department acknowledges the possibility that death can occur unexpectedly and sometimes under tragic circumstances. The following procedures shall serve as a guideline to assist in making formal notifications, funeral arrangements, and to provide valuable support information for family members.

360.3.1 DEATH OF DEPARTMENT MEMBERS

The watch commander shall immediately forward such information to the deceased's division commander who will make necessary notifications, and in the case of an on-duty death, shall notify the Sheriff as specified in the policy entitled "Major Incident Notification" (Policy 358).

- (a) The division commander of the deceased shall cause any necessary notification to be made to the next of kin.

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- (b) A death notification shall be made in person by the Sheriff, or designee.
- (c) Utilization of the department psychologist and/or chaplain during the initial notification should be considered.
- (d) The Human Resources Bureau Sergeant shall contact the spouse or family member(s) at an appropriate time and coordinate the implementation of survivor benefits including acting as liaison with county and state agencies if so requested by the family.

360.3.2 PRESS RELEASE

Any release to the press or the general public shall be made only after the immediate family has been contacted. Preparation of all press releases for the Sheriff's signature is the responsibility of the division commander.

360.3.3 ANNOUNCEMENT OF DEATH OF MEMBER TO DEPARTMENTAL PERSONNEL

The Support Services Commander shall prepare a departmental notice to advise all personnel of the death. This notice will contain any pertinent information regarding a memorial service or funeral, and shall be issued through the Office of the Sheriff.

360.3.4 TELETYPE

Sheriff's Support Services Commander shall ensure a teletype is sent to all law enforcement agencies in the state advising of the death of a deputy and any funeral arrangements. This teletype shall be completed as soon as possible to allow outside agencies adequate time to prepare for Honor Guard arrangements.

360.3.5 FLAGS

All Sheriff's Office facilities shall fly flags at half mast for the period of time from the notification of a deputy's death until completion of funeral services. This shall only apply if the death occurred while on duty. Any variation of this guideline shall be at the discretion of the Sheriff.

360.3.6 MOURNING RIBBONS

The authorization of displaying mourning ribbons will be at the discretion of the Office of the Sheriff. Upon authorization, members will be notified via the county e-mail system.

360.3.7 FUNERAL COORDINATION

- (a) The Human Resources Sergeant in coordination with the division commander, or designee, shall be responsible for the coordination of funeral arrangements and will act as liaison with concerned agencies and organizations.
- (b) The Law Enforcement Protocol Handbook, located in the Human Resources Sergeant's office, and a copy of the member benefits handbook, will be maintained by the Human Resources Bureau and will be available upon request.

Identity Theft

362.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

362.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, deputies presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, deputies should observe the following:
 - 1. For any victim not residing within this jurisdiction, the deputy may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.
- (b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, deputies of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).
- (c) Deputies should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (d) Deputies should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.
- (e) The reporting deputy should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.
- (f) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

Private Persons Arrests

364.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

364.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all deputies shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, deputies should use sound discretion in determining whether or not to advise an individual of the arrest process.

- (a) When advising any individual regarding the right to make a private person's arrest, deputies should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.
- (b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

364.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

- (a) For a public offense committed or attempted in his or her presence;
- (b) When the person arrested has committed a felony, although not in his or her presence
- (c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

364.4 DEPUTY RESPONSIBILITIES

Any deputy presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

- (a) Should any deputy determine that there is no reasonable cause to believe that a private person's arrest is lawful, the deputy should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
 - 1. Any deputy who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The deputy must include the basis of such a determination in a related report.
 - 2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the deputy, the deputy should

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advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

- (b) Whenever a deputy determines that there is reasonable cause to believe that a private person's arrest is lawful, the deputy may exercise any of the following options:
1. Take the individual into physical custody for booking
 2. Release the individual pursuant to a Notice to Appear
 3. Release the individual pursuant to Penal Code § 849

364.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign an appropriate department form (i.e. citation) under penalty of perjury.

In addition to the appropriate form, deputies shall complete a narrative report regarding the circumstances and disposition of the incident.

Anti-Reproductive Rights Crimes Reporting

366.1 PURPOSE AND SCOPE

This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

366.2 DEFINITIONS

Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

- (a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant
- (b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant
- (c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility.

366.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

- (a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.
- (b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Special Services Assistant Sheriff or designee.
- (c) By the tenth day of each month, it shall be the responsibility of the assistant sheriff or designee to ensure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.
 - 1. In the event that no ARRC(s) were reported during the previous month, a Summary Worksheet shall be submitted to Department of Justice with an indication that no such crimes were reported.
 - 2. Any ARRC(s) reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s).

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Communications with Persons with Disabilities

370.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

370.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

370.2 POLICY

It is the policy of the Ventura County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

370.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Sheriff shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Patrol Assistant Sheriff or the authorized designee. The Department ADA Coordinator will be the Professional Standards Captain or his/her designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Working with the County ADA coordinator regarding the Ventura County Sheriff's Office's efforts to ensure equal access to services, programs and activities.
- (b) Developing new procedures, or recommending modifications to this policy.
- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

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- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Manager. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

370.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in a non-emergency, availability may factor into the type of aid used.

370.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

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- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Ventura County Sheriff's Office, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

370.6 TYPES OF ASSISTANCE AVAILABLE

Ventura County Sheriff's Office members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

370.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

370.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).

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- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

370.9 ON-CALL INTERPRETING SERVICES

The Patrol Services Division has contracted with Network Interpreting Service to provide 24-hour interpreting services for official communications in any patrol or investigative capacity. If a deputy needs to request an official, certified American Sign Language (ASL) interpreter, all requests will go through the Patrol Watch Commander.

Network Interpreting Service will have an ASL interpreter respond to assist with official interviews of a hearing impaired victim, suspect, arrestee, or witness, as needed. The deputy or investigator will need the following information for the Patrol Watch Commander to make a request:

- Date, Time and Location
- Address, including Zip Code and Cross Street
- Parking Information
- Description of Situation and Context
- Names of People Involved
- Phone Numbers and/or E-mail Addresses of On Scene Deputy or Investigator

Advance notice is desired for routine services but Network Interpreting Service will respond in an urgent/emergency situation.

Be advised that Detention Services Division has a different agreement in place for all Detention Services facilities with LIFESIGNS. LIFESIGNS is to be utilized for Detention Services Division and Network Interpreting Services is to be utilized for Patrol Services Division, Special Services Division and Support Services Division, unless an emergency arises and the other interpreting service is not immediately available.

370.10 FAMILY AND FRIENDS OF DISABLED OR IMPAIRED INDIVIDUAL

While family and friends of a disabled or impaired individual may frequently offer to assist with interpretation, employees should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in emergency or critical situations. Further, the nature of the contact and relationship between the disabled individual and the individual offering services must be carefully considered (e.g. victim/suspect).

370.11 CUSTODIAL INTERROGATIONS AND BOOKINGS

In an effort to ensure the rights of all disabled and impaired individuals are protected during arrest and custodial interrogation, this department places a high priority on providing reasonable communication assistance during such situations. It is further recognized that miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. As such, department personnel providing communication assistance in these situations will make every reasonable effort to accurately and effectively communicate with disabled or impaired individuals.

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Employees providing such assistance shall also be aware of the inherent communication impediments to gathering information from disabled or impaired individuals throughout the booking process or any other situation in which a disabled or impaired individual is within the control of department personnel. Medical screening questions are commonly used to elicit information on an individual's medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners, therefore it is important for this department to make every reasonable effort to provide effective communication assistance in these situations.

- (a) Individuals who require communication aids (e.g. hearing aids) should be permitted to retain such devices while in custody.
- (b) While it may present officer safety or other logistical problems to allow a physically disabled individual to retain devices such as a wheel chair or crutches during a custodial situation, the removal of such items will require that other reasonable accommodations be made to assist such individuals with access to all necessary services.
- (c) Whenever a deaf or hearing impaired individual is detained or arrested and placed in handcuffs, deputies should consider, safety permitting, placing the handcuffs in front of the body in order to allow the individual to sign or write notes.

370.12 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

370.13 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

370.14 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the

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individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

370.15 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

370.15.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

370.16 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written Miranda warning card.

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In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

370.17 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the deputy reasonably determines an other effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e. g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

370.18 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the Professional Standards Bureau.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the formal investigation of a complaint and should not be members of this Department.

Mandatory Employer Notification

372.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

372.2 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Sheriff or his/her designee is required to report the arrest as follows.

372.2.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the watch commander or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher. The watch commander shall then notify the affected bureau commander of the arrest by memo or email. The bureau commander shall notify, in writing, and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

372.2.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the watch commander or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher. The watch commander shall then notify the affected bureau commander of the arrest by memo or email. The bureau commander shall notify the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

372.2.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the watch commander or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher. The watch commander will then notify the respective bureau commander of the arrest by memo or email. The bureau commander shall notify, in writing, the private school authority employing the teacher

(Health and Safety Code § 11591; Penal Code § 291.1).

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372.2.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for a ny controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the watch commander or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person. The watch commander will then notify the respective bureau commander of the arrest by memo or email. The bureau commander shall notify, in writing, the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

372.3 POLICY

The Ventura County Sheriff's Office will meet the reporting requirements of California law to minimize the risks to children and others.

372.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

Chaplains

376.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Ventura County Sheriff's Office chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

376.2 POLICY

The Ventura County Sheriff's Office shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

376.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling experience.
- (f) Possession of a valid driver license.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

376.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Ventura County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the highest ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass pre-employment procedures before appointment.

376.4.1 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chaplain Corps Selection Panel and the Chaplain Coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Sheriff.

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Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

376.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by deputies through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Ventura County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Ventura County Sheriff's Office identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations of this department.

376.6 CHAPLAIN COORDINATOR

The Sheriff shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration Assistant Sheriff or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Tracking and evaluating the contribution of chaplains.
- (e) Maintaining a record of chaplain schedules and work hours.
- (f) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (g) Maintaining liaison with other agency chaplain coordinators.

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376.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Division. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Ventura County Sheriff's Office.

376.7.1 OPERATIONAL GUIDELINES

- (a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Ventura County Sheriff's Office personnel a minimum of eight hours per month.
- (c) Chaplains shall be permitted to ride with deputies during any shift and observe Ventura County Sheriff's Office operations, provided the Watch Commander has been notified and has approved the activity.
- (d) Chaplains shall not be evaluators of members of the Department.
- (e) In responding to incidents, a chaplain shall never function as a deputy.
- (f) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (g) Chaplains shall serve only within the jurisdiction of the Ventura County Sheriff's Office unless otherwise authorized by the Sheriff or the authorized designee.
- (h) Each chaplain shall have access to current department member's contact information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

376.7.2 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.

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- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

376.7.3 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Department.

376.7.4 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

376.7.5 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

376.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Ventura County Sheriff's Office in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing

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matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Ventura County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

376.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Sergeant, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Deputy injury or death
- Sensitivity and diversity

Saluting Protocol

377.1 PURPOSE AND SCOPE

Being a Para-Military organization, the Ventura County Sheriff's Office members will follow the below described protocols when it comes to rendering a salute. A salute is the act of respect shown by a Department member towards the United States National Flag (Colors), or paying respect to a fallen member of this Department or another outside agency, and is performed while the sworn Department member is wearing a Class "A" uniform with the Department's Soft Cover or Campaign Cover.

377.2 PROCEDURE

1. When a salute is rendered:
 - a. Anytime a Department cover (Soft Cover or Campaign Cover) is being worn and a member is involved in any of the below listed activities:
 - Anytime respect is being paid to the National Color outdoors
 - When the United States National Anthem is playing
 - When the Pledge of Allegiance to the U.S. flag is being recited outdoors
 - When paying respect to a fallen member of this Department or other Law Enforcement Officer
 - b. Soft covers or campaign covers are normally only worn outdoors, unless special circumstances dictate otherwise.
2. When a salute is NOT rendered:
 - a. When a Department cover is NOT worn, usually inside a building, (however there may be special circumstances that dictate otherwise)
3. In the event a salute cannot be rendered, or does not follow proper protocol, the Department member will stand at a position of attention, and place their right hand over their heart during the event/activity.
4. Salute
 - a. A salute will be rendered from a POSITION OF ATTENTION, and upon the Department hearing the command "UNIFORM PERSONNEL...PRESENT ARMS." The preparatory command "UNIFORM PERSONNEL" may vary slightly depending upon the situation, however the command of execution "PRESENT ARMS" will always remain the same. To return a salute, the Department member will hear the command "UNIFORM PERSONNEL...ORDER ARMS." Once again the preparatory command may vary, however the command of execution "ORDER ARMS" will always remain.

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Saluting Protocol

POSITION OF ATTENTION up on r eturning the salute, until given an a dditional command, i.e.... "PARADE REST, DISMISSED, etc...



Child and Dependent Adult Safety

380.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse Policy and the Elder Abuse Policy.

380.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Ventura County Sheriff's Office will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected.

380.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, deputies should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, deputies should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Deputies should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, deputies should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, deputies should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the deputy at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

Child and Dependent Adult Safety

380.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should consider contacting the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff's's facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Forms

385.1 PURPOSE AND SCOPE

Several department forms are available on line and can be accessed at the following link:

<http://sheriff1/shfweb2/forms.htm>

Off-Duty Law Enforcement Actions

386.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place a deputy as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for deputies of the Ventura County Sheriff's Office with respect to taking law enforcement action while off-duty.

386.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Deputies should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Deputies are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, deputies should first consider reporting and monitoring the activity and only take direct action as a last resort.

386.3 FIREARMS

Deputies of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty deputies shall also carry their department-issued badge and identification.

Deputies should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any deputy who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the deputy's senses or judgment.

386.4 DECISION TO INTERVENE

There is no legal requirement for off-duty deputies to take law enforcement action. However, should deputies decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.

Off-Duty Law Enforcement Actions

- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty deputy were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty deputy to be misidentified by other peace officers or members of the public.

Deputies should consider waiting for on-duty uniformed deputies to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

386.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty deputy is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the deputy should loudly and repeatedly identify him/herself as an Ventura County Sheriff's Office deputy until acknowledged. Official identification should also be displayed.

386.4.2 INCIDENTS OF PERSONAL INTEREST

Deputies should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances deputies should call the responsible agency to handle the matter.

386.4.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

386.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed deputy in public, uniformed deputies should wait for acknowledgement by the non-uniformed deputy in case he/she needs to maintain an undercover capability.

386.5 REPORTING

Any off-duty deputy who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Deputies should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Illness and Injury Protection Program

388.1 PURPOSE AND SCOPE

The health and safety of the employees of the Ventura County Sheriff's Office is important to executive and management staff, and critical to the operation of this department and the delivery of services to the community.

The purpose of this policy is to establish an ongoing and effective Injury and Illness Prevention Program (IIPP) for the Ventura County Sheriff's Office, in accordance with the requirements of CCR § 3203. This policy specifically applies to illnesses and injuries that result in lost time beyond the date of the incident or that require medical treatment beyond first aid. Though this policy provides the essential framework required for an IIPP, it may be supplemented by procedures outside the Policy Manual.

The IIPP guidelines are to be followed and adopted by all personnel. Supervisory and management personnel are charged with ensuring that these guidelines and directives are implemented.

388.2 RESPONSIBILITY

The Human Resources Safety Manager, acting as the Department's IIPP administrator, has the authority and responsibility for implementing the provisions of this policy and the IIPP. Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering questions from employees about the IIPP.

388.3 COMPLIANCE

The Human Resources Safety Manager is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. The Human Resources Safety Manager should take reasonable steps to ensure that all workers comply with safety rules and maintain a safe work environment, including, but not limited to:

- (a) Informing workers of the provisions of the IIPP.
- (b) Recognizing employees who perform safe work practices.
- (c) Ensuring that the employee evaluation process includes the employee's safety performance.
- (d) Ensuring the Department's compliance with mandates regarding:
 - 1. Bloodborne pathogens (8 CCR § 5193)
 - 2. Airborne transmissible diseases (8 CCR § 5199)
 - 3. Heat illness (8 CCR § 3395).
 - 4. Respiratory protection (8 CCR § 5144).

Supervisors are responsible for training, counseling, instructing or making informal verbal admonishments anytime safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Disciplinary Policy in this manual.

All employees should use safe work practices, follow all directives and policies and assist in maintaining a safe work environment.

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388.4 COMMUNICATION

Supervisors shall establish and maintain communication with employees on health and safety issues. This is essential for an injury-free, productive workplace.

- (a) The Human Resources Safety Manager will ensure that a system of communication is in place which facilitates a continuous flow of safety and health information between supervisors and employees. This system shall include:
 - 1. New worker orientation, including a discussion of safety and health policies and procedures.
 - 2. Regular employee review of the IIPP.
 - 3. Workplace safety and health training programs.
 - 4. Regularly scheduled safety meetings.
 - 5. Posted or distributed safety information.
 - 6. A system for workers to anonymously inform management about workplace hazards.
 - 7. Establishment of a labor/management safety and health committee, which will:
 - (a) Meet regularly.
 - (b) Prepare a written record of the safety and health committee meeting.
 - (c) Review the results of periodic scheduled inspections.
 - (d) Review investigations of accidents and exposures.
 - (e) Make suggestions to management for the prevention of future incidents.
 - (f) Review investigations of alleged hazardous conditions.
 - (g) Submit recommendations to assist in the evaluation of employee safety suggestions.
 - (h) Assess the effectiveness of the Department's efforts to meet the following mandates:
 - 1. Bloodborne pathogens (8 CCR § 5193)
 - 2. Airborne transmissible diseases (8 CCR § 5199)
 - 3. Heat illness prevention (8 CCR § 3395).

388.5 HAZARD ASSESSMENT

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards utilizing the applicable sections of the Hazard Assessment Checklist to ensure a thorough inspection. These checklists can be found at <http://www.dir.ca.gov/DOSH/etools/09-031/tools.htm>.

388.5.1 PROGRAM ADMINISTRATOR INSPECTION DUTIES

The Human Resources Safety Manager shall ensure an Identified Hazard and Correction Record (<http://www.dir.ca.gov/DOSH/etools/09-031/IndHazCorRec.pdf>) is completed for each inspection.

388.5.2 PATROL DEPUTIES INSPECTION DUTIES

Deputies are charged with daily vehicle inspection of an assigned vehicle and of personal protective equipment prior to working in the field. Deputies shall complete an Identified Hazard and Correction Form if an unsafe condition cannot be immediately corrected. Deputies should forward this report to their supervisor.

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388.5.3 SUPERVISOR ASSESSMENT DUTIES

Supervisors should inform the Human Resources Safety Manager when the following occurs:

- New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
- New, previously unidentified hazards are recognized.
- Occupational injuries and illnesses occur.
- New and/or permanent or intermittent workers are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

The Human Resources Safety Manager will take appropriate action to ensure the IIPP addresses potential hazards upon such notification.

388.6 ACCIDENT/EXPOSURE INVESTIGATIONS

Employees must report all injuries that are a result of a workplace accident and any hazardous substance exposure to a supervisor. A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- A visit to the accident scene as soon as possible.
- An interview of the injured worker and witnesses.
- An examination of the workplace for factors associated with the accident/exposure.
- Determination of the cause of the accident/exposure.
- Corrective action to prevent the accident/exposure from reoccurring.
- A record of the findings and corrective actions taken, using the Investigation/Corrective Action Report (<http://www.dir.ca.gov/DOSH/etools/09-031/InvestigationReport.pdf>).

388.7 HAZARD CORRECTION

All employees should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Employees should make their reports to a supervisor (as a general rule, their own supervisor).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner based on the severity of the hazards. Hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering employees or property, supervisors should protect or remove all exposed workers from the area or item, except those necessary to correct the existing condition.

Employees who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on an Identified Hazard and Correction Form. This should be forwarded to the program administrator via the chain of command.

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388.8 TRAINING AND INSTRUCTION

The Human Resources Safety Manager shall work with the Academy Commander to ensure that all workers, including supervisors, are trained on general and job-specific, workplace safety and health practices. Training shall be provided as follows:

- To all new employees for those tasks that were not sufficiently covered by previous training from an academy or another training provider.
- To all workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the department is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards that are specific to each employee's job assignment.
- An explanation of the department's IIPP, emergency action plan and fire prevention plan; measures for reporting any unsafe conditions, work practices and injuries; and informing a supervisor when additional instruction is needed.
- The use of appropriate clothing, including gloves, footwear and personal protective equipment.
- Information about chemical hazards to which employees could be exposed.
- The availability of toilet, hand-washing and drinking-water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Steps to prevent heat illness (8 CCR § 3395).

388.9 RECORDKEEPING

The Human Resources Safety Manager will do the following to implement and maintain IIPP records:

- (a) Make available the Identified Hazards and Correction Record Form to document inspections, any unsafe condition or work practice, and actions taken to correct unsafe conditions and work practices.
- (b) Make available the Investigation/Corrective Action Report (<http://www.dir.ca.gov/DOSH/etools/09-031/InvestigationReport.pdf>) to document individual incidents or accidents.
- (c) Develop a Worker Training and Instruction Form to document the safety and health training of each employee. This form will include the employee's name or other identifier, training dates, type of training, and training providers.
- (d) Retain inspection records and training documentation for a minimum of one year.

388.10 TRAINING SUBJECTS

The Human Resources Safety Manager should work with the Academy Commander to ensure training is provided on the following topics:

- Driver safety
- Safe procedures for handling, cleaning and/or storing weapons

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- Good housekeeping and fire prevention
- Back exercises/stretchers and proper lifting techniques
- Lock-out/tag-out procedures
- Hazardous materials
- Building searches
- Slips and falls
- Ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods
- Personal protective equipment
- Respiratory equipment
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation
- Bloodborne pathogens and other biological hazards
- Other job-specific hazards

Gun Violence Restraining Orders

390.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders.

390.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving or otherwise having custody of any firearms or ammunition (Penal Code § 18100).

General Gun Violence Restraining Order info:

<http://www.courts.ca.gov/documents/gv100info.pdf>

390.2 POLICY

It is the policy of the Ventura County Sheriff's Office to petition and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

390.3 GUN VIOLENCE RESTRAINING ORDERS

A deputy who reasonably believes a person is a present danger to him/herself or another person by controlling, owning, purchasing, possessing, receiving or otherwise having custody of a firearm may request permission from his/her supervisor to petition the court for a gun violence restraining order. The type of order (Temporary or Emergency) will be determined by the circumstances.

Deputies petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types and locations of any firearms and ammunition that the deputy believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, a deputy may make a telephonic request using the procedures for obtaining a nontelephonic search warrant and preparing the order using the appropriate Judicial Council form (Penal Code § 18140; Penal Code § 18145).

Link to Temporary GVRO: <http://www.courts.ca.gov/documents/gv110.pdf>

Link to Firearms Emergency Protective Order:

<http://www.courts.ca.gov/documents/epo002.pdf>

390.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

A deputy serving any gun violence restraining order shall:

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- (a) Request that any fire arms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).
- (b) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).
- (c) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).
- (d) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).
- (e) As soon as practicable, but by the end of his/her shift, submit proof of service and the firearm property report to the Sheriff's Records Bureau for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115) and the Automated Firearms System (Penal Code § 11108(a)). The proof of service and property report may be faxed or hand delivered to the Sheriff's Records Bureau.

The deputy should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or transfer/sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

390.4.1 SERVICE OF TELEPHONIC FIREARMS EMERGENCY PROTECTIVE ORDER

If an emergency firearm protective order is obtained telephonically, the deputy shall (Penal Code § 18140):

- (a) Serve the order on the restrained person in the manner outlined above, if the restrained person can reasonably be located.
- (b) As soon as practical, but by the end of his/her shift, submit proof of service and the firearm property report to the Sheriff's Records Bureau for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115) and the Automated Firearms System (Penal Code § 11108(a)). The proof of service and property report may be faxed or hand delivered to the Sheriff's Records Bureau.
- (c) A copy of the order will be filed with the court on the next business day by the Sheriff's Records Bureau.

390.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition at the time of service of an emergency firearms protective order or within 24-hours of having been served with a temporary gun violence order, the deputy should consider whether to seek a search warrant. (Penal Code § 1542.5):

- (a) The deputy serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.
- (b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:

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1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
 2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.
- (c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the deputy shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

390.6 RECORDS BUREAU RESPONSIBILITIES

The Sheriff's Records Bureau is responsible for ensuring:

- (a) Proof of service of any gun violence restraining order served by a deputy or received from the clerk of the court is entered in the California Restraining and Protective Order System maintained by the Department of Justice within one business day of service if served by a deputy, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).
- (b) Telephonic orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).
- (c) Entry of confiscated firearms into the Automated Firearms System (Penal Code § 11108(a)).
- (d) Copies of receipts of surrendered firearms or ammunition issued by Ventura County Law Enforcement Agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

390.7 COURT ORDERED FIREARMS AND AMMUNITION SURRENDERS

Deputies shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

- (a) Record the individual's name, address and telephone number.
- (b) Record the serial number of the firearm.
- (c) Prepare an incident report and property report.
- (d) Call Sheriff's Records Teletype and provide firearm information for entry into the Automated Firearm System (Penal Code § 11108(a)).
- (e) Provide a property receipt to the individual who surrendered the firearms and ammunition.
- (f) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.
- (g) Complete the law enforcement section of the proof of surrender form (GV-800) and return the form to the individual who surrendered the items.

GV-800 Link: <http://www.courts.cagov/documents/gv800.pdf>

GV-800 Information Link: <http://www.courts.ca.gov/documents/gv800info.pdf>

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390.8 RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

The Sheriff's Records Bureau shall receive the property disposition report by the next business day in order to update the Automated Firearm System (Penal Code 11108(a)).

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Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Deputies will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Ventura County, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions
- (b) Respond to calls for service
- (c) Investigate both criminal and non-criminal acts
- (d) The apprehension of criminal offenders
- (e) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature
- (f) The sharing of information between the Patrol division and other divisions within the Department, as well as other outside governmental agencies
- (g) Facilitate the application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and Problem Solving strategies
- (h) Traffic direction and control

400.1.2 CITIZEN CONTACT AND REPORTS

The Ventura County Sheriff's Office community policing philosophy incorporates an emphasis in making positive public contacts. Citizens expect to meet a deputy face-to-face when they call to report incidents, circumstance or crime.

All patrol deputies shall respond promptly and meet the reporting person or persons designated in the call slip. Handling patrol "calls for service" via telephone is prohibited unless initiated specifically by the reporting party, Watch Commander or Sergeant.

Patrol deputies shall properly document crimes reported to them, or that they become aware of through other means, unless otherwise directed by a Sergeant or Watch Commander.

400.1.3 TERRORISM

It is the goal of the Ventura County Sheriff's Office to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Deputies should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI) card. The supervisor should ensure that all terrorism

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related reports and FIs are forwarded to the Intelligence Unit, via the station Terrorism Liaison Officer (TLO), in a timely fashion.

400.2 CROWDS, EVENTS AND GATHERINGS

Deputies may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Deputies should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Deputies responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Deputies are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Deputies should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to [department/office] members that affirms the Ventura County Sheriff's Office's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the [department/office]'s relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 POLICY

The Ventura County Sheriff's Office is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this [department/office] to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.3.1 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Bureau Commander shall ensure that all data required by the Department of Justice (DOJ) regarding complaints of racial bias against deputies is collected and reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).

402.3.2 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

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- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

402.4 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Center.

- (a) All sworn members of this [department/office] will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this [department/office] are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this [department/office] who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.5 MEMBER RESPONSIBILITIES

Every member of this [department/office] shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

402.6 SUPERVISOR RESPONSIBILITIES

Supervisors shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

Briefing Training

404.1 PURPOSE AND SCOPE

Patrol briefing is conducted at the beginning of shift change. A sergeant or senior deputy generally will lead the briefing; however deputies may conduct the briefing with supervisor approval.

Briefings shall begin promptly at the beginning of the shift and last no longer than fifteen minutes, unless authorized by the station captain, watch commander or shift supervisor(s).

At the conclusion of briefing, all personnel shall proceed to their assigned patrol area in a timely manner. Any delays in a unit going into service shall be cleared with the shift supervisor. The deputy shall then advise S.C.C. so that the proper unit status is reflected in C.A.D.

In the event an on-going deputy's assigned unit or equipment is delayed in the field, it is the deputy's responsibility to immediately notify the shift supervisor for direction. It is the responsibility of the shift supervisor to conduct briefing, ensure that all personnel are accounted for and appropriate material and equipment are disseminated to on-going shift personnel.

Off-going patrol shifts shall remain in the field and available for calls until 1/2 hour prior to the end of watch. The last thirty minutes of on-duty time is designated for fueling/servicing the vehicle, the exchange of equipment, information, and completion of paperwork. Personnel shall remain in full uniform and available for calls until the end of their assigned shift.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing deputies with information regarding daily patrol activity, with particular attention given to unusual situations, wanted persons, and major investigations
- (b) Notifying deputies of changes in schedules and assignments
- (c) Notifying deputies of new policies and procedures or changes in patrol procedures
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects

Crime and Disaster Scene Integrity

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime scene or disaster.

406.2 POLICY

It is the policy of the Ventura County Sheriff's Office to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

406.3 SCENE RESPONSIBILITY

The first deputy at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Deputies shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the deputy shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

406.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

406.5 SEARCHES

Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once deputies are satisfied that no additional suspects are present and/or

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there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Deputies should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

406.5.1 CONSENT

When possible, deputies should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

406.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

FOOD SERVICE, EMERGENCIES

407.1 PURPOSE AND SCOPE

To identify the officials who may request the activation of emergency food services.

407.2 PROCEDURE

All requests for emergency food service involving the use of Sheriff's Office personnel and equipment will be directed to the Pre-Trial Detention Facility (PTDF) commander or his/her designee.

The emergency food service plan will be activated by a PTDF supervisor, via proper channels, only when requested by one of the following officials:

SHERIFF'S OFFICE

Sheriff

Assistant Sheriff

Commander

Patrol Watch Commander

COUNTY FIRE DEPARTMENT

Chief of the County Fire Department

Deputy or Assistant Sheriff of the Fire Department

The on-scene incident commander may request, via the patrol watch commander, emergency food service activation. The watch commander will verify the necessity of the request, depending upon the actual circumstances of the incident. In most cases, it is assumed the incident commander would have the authority to determine the appropriateness of the request.

Upon receipt of an authorized emergency food request, the PTDF supervisor shall obtain and forward the necessary information to the Detention Services food service manager, thus activating the emergency food service plan.

After initial activation, all communication and coordination between the authorized official of the command department and the Detention Services food services manager will be direct.

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Tactical Response Team Activation

409.1 PURPOSE AND SCOPE

The purpose of the Tactical Response Team (TRT) is to provide a team of highly trained and skilled sworn personnel to respond to unusual or critical incidents that by nature and scope exceed the capabilities of other units within the Sheriff's Office.

TRT is a collateral assignment and comprised of four operational squads. Each operational squad consists of one sergeant and seven senior deputies/deputies. TRT team members are drawn from various assignments around the department. During a TRT activation, the watch commander should balance the department resources to meet the needs for the call-out while still maintaining other priorities.

409.2 TEAM ACTIVATION

Because of the need for alerting and quickly placing TRT on scene at an incident, any sworn member of the Sheriff's Office may initiate a request for the team by contacting the watch commander. Authorization to activate the team, rests with the watch commander.

The watch commander should consult with the TRT captain, administrative commander, or team sergeant to determine if a TRT response is needed for the following incidents:

1. Mutual aid requests
2. Riot, demonstration, or civil unrest
3. Brush fires
4. Natural or man-made disasters
5. Activation of the Mounted Enforcement Unit

Any prolonged incident above the capabilities of patrol that does not meet the criteria for a SWAT activation

409.2.1 TEAM NOTIFICATION

The watch commander shall follow the following procedures once the necessity to activate TRT has been determined:

1. Notify the TRT captain, or the designated TRT sergeant, or team sergeant.
2. At the time of the call-out, the watch commander should provide them with the following information:
 - (a) The nature of the incident and type of assistance needed
 - (b) The address and description of the location (i.e. industrial, residential, rural, etc.)
 - (c) The location of the command post and the name and telephone number of the Incident Commander (IC)
 - (d) The best route to the command post without driving past the location of the incident
 - (e) The radio frequency used for the operation
 - (f) The number of suspects/protesters (if any) and any descriptive or behavioral information

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- (g) The number and types of weapons seen or used by the suspects/protestors (if any)
- 3. Notify the patrol commander of the division within the jurisdictional and/or geographical area affected.

409.3 DEPLOYMENT

During a typical TRT response, the team can only be deployed at the direction of the TRT captain or sergeant. The TRT shall operate under the over-all direction of the Incident Commander. The exception is in instances of exigent circumstances posing a threat to public safety.

1. Upon arrival at the scene, the TRT captain or sergeant shall report to the IC for a briefing and mission assignment.
2. Because the TRT team is trained in a variety of tactics that may not be widely known to all supervisory and/or management members of the department, the TRT captain or sergeant shall select the appropriate tactics to be employed and direct the deployment of the team.
3. TRT is capable of providing the full team or partial team, depending on the circumstances and requirements of the incident. The TRT will deploy with a minimum of 1 sergeant and 7 senior deputies/deputies. Any requests or assignments that require less than the minimum deployment require the approval of either the TRT commander, captain, or sergeant. **In all cases, a TRT sergeant will be on scene and will directly supervise the involved TRT members.**
4. TRT will not be activated and deployed to fill patrol shifts or patrol assignments due to vacancies in normal operational assignments.

409.4 REQUESTS BY OUTSIDE AGENCIES

It is the policy of the Sheriff's Office to assist other agencies in times of need. All requests for the Tactical Response Team made by outside agencies during normal business hours can be accomplished by contacting the Sheriff's Office, the Patrol Services Assistant Sheriff, the TRT Commander, or the Watch Commander.

After hours, requests for the TRT can be made through the Watch Commander. The Watch Commander shall notify the Patrol Services Assistant Sheriff whenever the TRT is requested by or activated pursuant to a request by an outside agency. Upon receiving a request for assistance from the Sheriff's Tactical Response Team, the Mutual Aid Protocol shall be informed of the following:

1. Each request for assistance from TRT must be made by the chief executive officer of the requesting agency (i.e. Chief of Police, Sheriff, Director, etc.), or designee.
2. The Patrol Services Assistant Sheriff, or designee, must approve each request.

409.4.1 MUTUAL AID OPERATIONS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

Ride-Along Policy

410.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

410.1.1 ELIGIBILITY

The Ventura County Sheriff's Office Ride-Along Program is offered to residents, students and those employed within the County. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

410.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are between 0700 and 2300 hours. Exceptions to this schedule may be made as approved by the administrative sergeant or designee.

410.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the administrative sergeant or his/her designee. The participant will complete a ride-along waiver form. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The administrative sergeant or his/her designee will schedule a date, based on availability. If approved, the ride along information will be documented on the daily schedule. If the ride-along is denied after the request has been made, a representative of the department will contact the applicant and advise him/her of the denial.

410.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: cadets, explorers, chaplains, reserves, sheriff's applicants, and all others with approval of the administrative sergeant or designee.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the deputy's vehicle at a given time.

Ride along participants will wear the Citizen/Observer ID visible on their outer clothing during the entire ride along.

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410.2.2 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the sheriff's vehicle. The watch commander or field supervisor may refuse a ride along to anyone not properly dressed.

410.2.3 OUTSIDE AGENCY RIDE-ALONGS

Members of any other law enforcement agency will not be permitted to ride-along with patrol deputies without the expressed consent of the watch commander. In the event that such a ride-along is permitted, the outside agency off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

410.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Ventura County Sheriff's Office). When a Criminal History Systems check is completed the ride-along form must be signed by the requester and retained for three years. The query reason of "Officer Safety/RideAlong" or "Facility Security/SitAlong" should be documented in the Criminal History search screen. (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

410.3 ADMINISTRATIVE RESPONSIBILITY

The deputy shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Deputies shall consider the safety of the ride-along at all times. Deputies should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lit place of safety. The dispatcher will be advised of the situation and as soon as practical have another sheriff's unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The deputy will collect the Citizen/Observer ID at the conclusion of the ride along and ensure that it is returned to the administrative sergeant or designee.

The administrative sergeant or designee is responsible for maintaining and scheduling ride-alongs.

410.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the deputy
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any sheriff's equipment
- (c) The ride-along may terminate the ride at any time and the deputy may return the observer to their home or to the station if the ride-along interferes with the performance of the deputy's duties
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety

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- (e) Deputies will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen
- (f) When entering a private residence, the deputy should identify the ride along as a citizen observer to the resident.

Hazardous Material Response

412.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents a potential danger to our employees. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

412.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

412.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).
- (b) Notify the Fire Department.
- (c) Provide first-aid for injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.
- (e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).
- (f) Notify the Department of Toxic Substances Control. This is mandatory when a deputy comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

412.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee on an Employee Exposure Report Form.

http://sheriff1/shfweb2/documents/forms/HR_Employee_Exposure_Report.doc

Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the form for the employee.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or

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incident report. Refer to Policy 1042 (Reporting On duty Injuries and Illnesses) for specific on-duty illness and injury reporting.

412.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the department will be obtained through the fire department.

Tactical Negotiations Unit (TNU) Activation

414.1 PURPOSE AND SCOPE

The Tactical Negotiations Unit (TNU) provides a team of highly trained individuals capable of responding to critical incidents involving persons who are in crisis, suicidal, barricaded, or engaged in hostage taking or terrorism activities. The objective of the unit is to resolve incidents peacefully where possible through the application of skilled negotiation techniques. Because of the need to alert and quickly place a team of negotiators at the scene of a critical incident, any sworn member of the department may initiate a request for TNU by contacting the watch commander. Authorization to actually activate the team rests with the watch commander.

414.1.1 PROCEDURE

a. The watch commander shall activate TNU under the following circumstances:

1. Any incident involving the taking of hostages.
2. Armed barricaded suspect(s).
3. Any other situation where SWAT has been deployed.

b. At his or her discretion, the watch commander may activate TNU for:

1. Suicidal or emotionally disturbed subjects who present a potential for harm to themselves or others.
2. Any other incident the watch commander may deem appropriate.

Once the necessity to activate TNU has been determined, the watch commander shall notify the TNU captain, or in the absence of the captain, a team sergeant. At the time of notification, the watch commander should provide the following information:

- The nature of the incident, including information regarding weapons/explosives believed to be possessed by any involved party.
- The address, including the Thomas Guide map page and coordinates.
- A description of the location (e.g. industrial area, residential area, open terrain, etc.).
- The address and exact location of the command post and the name of the incident commander.
- The best or designated route to the command post without driving past the suspect's location.
- The radio frequency of the operation.
- Any available information of involved parties.

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Tactical Negotiations Unit (TNU) Activation

In coordination with the SWAT captain, TNU personnel may assist with or stage at a designated location during the execution of high-risk arrest or search warrants. In such cases the SWAT captain shall coordinate the response with the TNU captain. TNU shall be activated in conjunction with SWAT in order to support a tactical operation. TNU may be activated without a SWAT response in situations where use of negotiators may facilitate a successful resolution and patrol resources are sufficient to manage the scene (i.e. emotionally distraught individuals who are clearly unarmed and do not pose a threat to the public or law enforcement),

414.2 DEPLOYMENT

Due to the critical importance of negotiations it is desirable they be initiated as soon as practical. Many times patrol personnel will have already initiated negotiations prior to the activation of TNU. At the discretion of the incident commander any TNU member may begin or take over the negotiation process prior to the arrival of other team members.

Upon arrival at the scene, the TNU captain shall report to the incident commander for an updated briefing. The incident commander shall assign a mission to the TNU and request them to deploy.

The incident commander is in control of the operation.

Because TNU is trained in a variety of methods and tactics that may not be universally known to all supervisory and/or management members of the department, the TNU captain shall select the appropriate negotiations strategies to be employed.

Because crisis negotiations require mental concentration and active listening skills it is important to limit personnel in and around the negotiations operations center (NOC). Only those individuals directly involved with negotiations should be permitted in the immediate area of the NOC.

414.3 REQUEST BY OUTSIDE AGENCIES

It is the policy of the department to assist another agency in time of need provided the agency has made a reasonable, independent effort to resolve the incident.

All requests for TNU made by outside agencies may be made during normal business hours by contacting the Sheriff's Office, any division assistant sheriff, TNU administrative commander, or the watch commander. After hour requests for TNU can be made through the watch commander. The watch commander shall notify his or her division assistant sheriff whenever TNU is requested by or activated pursuant to a request made by an outside agency.

Upon requesting assistance from Sheriff's TNU, the representative of the requesting agency shall be informed of the following:

- (a) Each request for assistance from Sheriff's TNU must be made by the chief executive officer of the requesting agency (i.e. Chief of Police, Sheriff, Director, etc.) or a designee.
- (b) The assistant sheriff assigned to the Special Services Division, or designee, must approve each request.
- (c) Upon authorized approval, TNU will assist requesting agencies on either a primary or secondary basis.

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Tactical Negotiations Unit (TNU) Activation

Primary Assistance - The Sheriff's TNU shall assume the primary role for negotiations. The team leader, primary and secondary negotiators, and scribe positions shall be limited to members of the Ventura County Sheriff's Office TNU. TNU will respond to the scene of an incident where the TNU captain will consult with the requesting agency's on-scene supervisor. Should agreement regarding negotiating strategy not be reached, the TNU captain will decline to provide primary assistance and offer to provide only secondary assistance.

Secondary Assistance - Sheriff's TNU will assume a support role to the requesting agency's negotiating team. The requesting agency will retain complete operational responsibility and control of the incident. The TNU captain and a contingent of negotiators will respond to the scene of the incident and coordinate with and accept assignments from the incident commander of the requesting agency. The integrity of the Sheriff's TNU will remain intact and under the direct supervision and control of the TNU captain.

Any agency requesting Sheriff's TNU respond to an incident within the jurisdictional boundaries of such agency shall be responsible for the following:

- (a) Command Post Negotiations Operating Center (NOC) and sufficient security for the NOC.
- (b) Assigned media area and PIO.
- (c) Initial intelligence information relative to the incident.
- (d) Providing appropriate and reasonable sustenance (food, drinks, restrooms) for protracted events.

The requesting agency will assign a sworn law enforcement liaison to the NOC throughout the duration of the event.

Response to Bomb Calls and Found Explosives

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Mental Illness Commitments / Crisis Intervention Team

418.1 PURPOSE AND SCOPE

This procedure describes a deputy's duties when a person is to be committed to a mental health unit pursuant to Welfare and Institutions Code § 5150. The commitment of a person under § 5150 does not constitute an arrest. If a deputy believes that a person falls within the provisions of Welfare and Institutions Code § 5150, he/she shall transport that person to the designated facility for evaluation and commitment.

418.2 AUTHORITY

Pursuant to Welfare and Institution Code § 5150 when any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, or other individual authorized by statute may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation.

Such facility shall require an application in writing stating the circumstances under which the person's condition was called to the attention of the deputy, or other individual authorized by statute has probable cause to believe that the person is, as a result of mental disorder, a danger to others, or to himself or herself, or gravely disabled. If the probable cause is based on the statement of a person other than the deputy, or other individual authorized by statute, such person shall be informed that they may be liable in a civil action for intentionally giving a statement which he or she knows to be false.

418.3 DEPUTY CONSIDERATIONS AND RESPONSIBILITIES

Any deputy responding to or handling a call involving a suspected mentally disabled individual or an involuntary mental illness commitment should consider utilizing the following as time and circumstances reasonably permit:

- (a) Any available information that might assist in determining the cause and nature of the mental illness or developmental disability.
- (b) Conflict resolution and de-escalation techniques.
- (c) Language that is appropriate for interacting with a mentally disabled person.
- (d) If circumstances permit, alternatives to deadly force.
- (e) Any available community resources that can assist in dealing with a mentally disabled individual.

Voluntary Commitment

If a mentally ill person requests commitment to a mental health facility, the deputy will transport the person to the facility and complete a CIT card and an Incident Report.

418.3.1 TRANSPORTATION

Deputies may transport "5150" subjects in the patrol unit and shall secure them in accordance with the department policy. Violent patients or those that are medically

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unstable may be restrained and transported by ambulance and ambulance personnel. The deputy will escort the patient into the facility and place that person in a designated treatment room as directed by a staff member.

418.3.2 MENTAL HEALTH DOCUMENTATION

The deputy will complete an Application For 72-Hour Detention for Evaluation and Treatment form (MH-302) and provide it to the staff member assigned to that patient. The deputy will retain a copy of the 72-hour evaluation for inclusion in the case report. The deputy shall also provide a verbal summary to an emergency department staff member regarding the circumstances leading to the involuntary detention.

418.3.3 SECURING OF WEAPONS

If a receiving and secured facility prohibits weapons or if an extraordinary event occurs in the treatment facility and deputies determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the sheriff's unit.

418.4 MENTALLY ILL PERSON CHARGED WITH A CRIME

When practical, any person charged with a crime who also appears to be mentally ill shall be booked at the Pre Trial Detention facility.

418.5 CONFISCATION OF FIREARMS AND OTHER WEAPONS

Whenever a person has been detained or apprehended for examination pursuant to Welfare and Institutions Code § 5150, the handling deputy shall seek to determine if the person owns or has access to any firearm or other deadly weapon. Any such firearm or other deadly weapon shall be confiscated in a manner consistent with current search and seizure law (Welfare and Institutions Code § 8102(a)).

Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful, warrantless entry has already been made (e.g., exigent circumstances, valid consent) (Penal Code § 1524).

For purposes of this section, deadly weapon means any weapon, the possession of which or carrying while concealed, is prohibited by Penal Code § 19100; 21310.

The deputy taking custody of any firearm or other deadly weapon shall issue the individual possessing such weapon a receipt, fully describing the weapon (including any serial number) and indicating the location where the weapon may be recovered, along with any applicable time limit for recovery (Penal Code § 33800).

The handling deputy shall further advise the person of the below described procedure for the return of any firearm or other deadly weapon that has been confiscated (Welfare and Institutions Code § 8102(a)). For purposes of this section deadly weapon means any weapon that the possession of or carrying while concealed is prohibited by Penal Code § 19100; 21310.

418.5.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

- (a) Whenever the handling deputy has cause to believe that the future return of any confiscated weapon(s) might endanger the person or others, the deputy shall detail those facts and circumstances in a report. The report shall be forwarded to the Detective Bureau which shall be responsible for initiating a petition to the superior

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court for a hearing in accordance with Welfare and Institutions Code § 8102(b), to determine whether or not the weapon(s) will be returned.

- (b) The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon(s) have been confiscated unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the department shall send written notice to the individual informing him or her of the right to a hearing on the issue and that he or she has 30 days to confirm with the court clerk any desire for a hearing and that failure to do so will result in the forfeiture of any confiscated weapon(s).
- (c) If no petition is initiated within the above period, the department shall make the weapon(s) available for return in accordance with subsection (d) below. If the person does not confirm a desire for a hearing within the prescribed 30 days, the department may file a petition for an order of default.
- (d) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice which conforms to the provisions of Penal Code § 12021.3(e).
- (e) In no case in which a firearm or other deadly weapon is not retained as evidence shall the department be required to retain such firearms or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 12021.3(g)).

418.6 TRAINING

As a part of advanced officer training programs, the Ventura County Sheriff's Office will endeavor to include POST approved training on interaction with mentally disabled persons as provided by Penal Code § 13515.25.

418.6.1 CRISIS INTERVENTION TEAM ACTIVATION

The Ventura County Sheriff's Department and other County law enforcement agencies utilize Crisis Intervention Team (CIT) members in calls for service involving known or suspected mentally ill individuals when circumstances are appropriate.

A. Procedure

1. Any member of the Department may initiate a request for a CIT member by contacting SCC.
2. CIT members may also respond to dispatched calls within their patrol jurisdiction when they recognize the need and have notified the Sheriff's Communication Center (SCC).
3. Criteria for CIT deployment: YELLOW a. Suicidal or emotionally disturbed subjects in crisis who present a potential for harm to themselves or others. b. Any other incidents the Watch Commander may deem appropriate.

B. Call-Taker and Dispatch

On all calls involving known or suspected mentally ill individuals in a disturbance or crisis event, where a CIT member is the primary unit, dispatchers will use the following criteria when creating a call for service:

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- a. Mental illness has precipitated a response by law enforcement officers.
- b. Crisis related calls where individuals pose a risk to themselves or others, or who are in psychological or emotional crisis.

C. Call-Taker Procedure

- 1. The dispatcher will update the call with supplemental information indicating that a CIT member is needed.
- 2. The dispatcher will assign a CIT member to the call. If no CIT member is available in that jurisdiction, the nearest available CIT member from an adjoining jurisdiction will be requested by the watch commander. If no CIT member is available, the dispatcher will assign non-CIT personnel.
- 3. The call taker or dispatcher is responsible for entering CIT in the call narrative as soon as it appears as though it is a CIT-related incident.

D. CIT Personnel Response

- 1. CIT members that respond outside their jurisdiction are responsible for CIT-related issues only. Officers in the requesting jurisdiction shall be responsible for the initial crime/incident report and investigation.
- 2. Functional supervision of the CIT member rests with the supervisor in the requesting jurisdiction.
- 3. If a mentally ill individual is a victim of a crime, a non-CIT member has the discretion to request a CIT member to respond to assist.
- 4. CIT members are responsible for completing a CIT card for each contact and forwarding it to the CIT Coordinator.

Any contact with a mentally ill person requires completion of a CIT card, whether or not CIT members respond.

Arrest or Detention of Foreign Nationals

422.1 PURPOSE AND SCOPE

Article 36 of the Vienna Convention on Consular Relations, sets forth certain rights of foreign nationals from member countries when arrested, detained or imprisoned by law enforcement officials in this country. This section provides direction to deputies when considering a physical arrest or detention of a foreign national. All foreign service personnel shall be treated with respect and courtesy, regardless of the level of established immunity. As noted herein, the United States is a party to several bilateral agreements that obligate authorities to notify the consulate upon the person's detention, regardless of whether the detained person requests that his/her consulate be notified. The list of specific countries that the United States is obligated to notify is listed on the U.S. Department of State [website](#).

422.1.1 DEFINITIONS

Foreign National - Anyone who is not a citizen of the United States (U.S.). A person with dual-citizenship, U.S. and foreign, is not a foreign national.

Immunity - Refers to various protections and privileges extended to the employees of foreign governments who are present in the U.S. as official representatives of their home governments. These privileges are embodied in international law and are intended to ensure the efficient and effective performance of their official "missions" (i.e., embassies, consulates, etc.) in foreign countries. Proper respect for the immunity to which an individual is entitled is necessary to ensure that U.S. diplomatic relations are not jeopardized and to maintain reciprocal treatment of U.S. personnel abroad. Although immunity may preclude U.S. courts from exercising jurisdiction, it is not intended to excuse unlawful activity. It is the policy of the U.S. Department of State's Office of Foreign Missions (OFM) that illegal acts by Foreign Service personnel should always be pursued through proper channels. Additionally, the host country's right to protect its citizens supersedes immunity privileges. Peace officers may intervene to the extent necessary to prevent the endangerment of public safety or the commission of a serious crime, regardless of immunity claims.

422.2 ARREST OR DETENTION OF FOREIGN NATIONALS

Deputies should take appropriate enforcement action for all violations observed, regardless of claims of diplomatic or consular immunity received from violators. A person shall not, however, be subjected to in-custody arrest when diplomatic or consular immunity is claimed by the individual or suspected by the deputy, and the deputy has verified or reasonably suspects that the claim of immunity is valid.

422.3 LEVELS OF IMMUNITY

The specific degree of immunity afforded to foreign service personnel within the U.S. is directly related to their function and position in this country.

422.3.1 DIPLOMATIC AGENTS

Diplomatic agents (e.g., ambassadors and United Nations representatives) are afforded the highest levels of immunity. They are exempt from arrest or detention and are immune from all criminal (and most civil) prosecution by the host state. The family members of diplomatic

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agents enjoy these same immunities. Currently there are no diplomatic agents permanently assigned to California; but they do occasionally visit the state.

422.3.2 CONSULAR OFFICERS

Consular officers are the ranking members of consular posts who perform various formal functions on behalf of their own governments. Typical titles include consul general, consul, and vice consul. These officials are immune from arrest or detention, except pursuant to a felony warrant. They are only immune from criminal and civil prosecution arising from official acts. Official acts immunity must be raised as an affirmative defense in the court jurisdiction, and its validity is determined by the court. Under this defense, the prohibited act itself must have been performed as an official function. It is not sufficient that the consular agent was on-duty or in an official capacity at the time of the violation. The family members of consular officers generally enjoy no immunity, however, any family member who enjoys a higher level of immunity is issued an identification card by Department of State (DOS) enumerating any privileges or immunities on the back of the card. Examples are consular officers and family members from Russia or China.

There are approximately 600 consular officers in California, with most located in Los Angeles, San Francisco and San Diego.

422.3.3 HONORARY CONSULS

Honorary consuls are part-time employees of the country they represent and are either permanent residents of the U.S. or U.S. nationals (unlike career consular officers, who are foreign nationals on temporary assignment to the U.S.). Honorary consuls may be arrested and detained; limited immunity for official acts may be available as a subsequent defense. Family members have no immunity. There are less than 100 honorary consuls in California.

422.4 IDENTIFICATION

All diplomatic and consular personnel who are entitled to immunity are registered with the Department of State and are issued distinctive identification cards by the Department of State Protocol Office. These cards are the best means of identifying Foreign Service personnel. They include a photograph, identifying information, and, on the reverse side, a brief description of the bearer's immunity status. Unfortunately, these identification cards are not always promptly issued by the Department of State. In addition to the Department of State identification card, Foreign Service personnel should also have a driver license issued by the Department of State Diplomatic Motor Vehicle Office (DMVO), which in most circumstances replaces the operator's license issued by the state. Additionally they may have California credentials issued by the California Emergency Management Agency (Cal EMA).

422.4.1 VEHICLE REGISTRATION

Vehicles that are owned by foreign missions or Foreign Service personnel and their dependents are registered with the Department of State OFM and display distinctive red, white, and blue license plates. Vehicles assigned to diplomatic or consular officers will generally have license plates labels with the words "diplomat" or "consul." Vehicles owned by honorary consuls are not issued OFM license plates; but may have California license plates with an "honorary consul" label. Driver's identity or immunity status should not be presumed from the type of license plates displayed on the vehicle. The status of an OFM license plate should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state, if the deputy has reason to question the legitimate possession of the license plate.

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422.5 ENFORCEMENT PROCEDURES

The following procedures provide a guideline for handling enforcement of foreign nationals:

422.5.1 CITABLE OFFENSES

An enforcement document shall be issued at the scene for all violations warranting such action, regardless of the violator's immunity status. The issuance of a citation is not considered an arrest or detention under current Department of State guidelines. Whenever the equivalent of a notice to appear is issued to an immunity claimant, the following additional procedures shall be followed by the arresting deputy:

- (a) Identification documents are to be requested of the claimant
- (b) The title and country represented by the claimant are to be recorded on the back of the deputy's copy of the Notice to Appear for later reference. Do not include on the face of the notice to appear
- (c) The claimant shall be requested to sign the notice to appear. If the claimant refuses, the identity and immunity status of the individual shall be conclusively established
- (d) Verified diplomatic agents and consular officers, including staff and family members from countries with which the U.S. has special agreements, are not required to sign the Notice to Appear. The word *Refused* shall be entered in the signature box, and the violator shall be released
- (e) Verified consular staff members, excluding those from countries with which the U.S. has special agreements, are generally obligated to sign the Notice to Appear, but a signature shall not be required if their immunity status is uncertain
- (f) All other claimants are subject to the provisions of Vehicle Code § 40302(b) and policy and procedures outlined in this chapter
- (g) The violator shall be provided with the appropriate copy of the notice to appear

422.5.2 IN-CUSTODY ARRESTS

Diplomatic agents and consular officers are immune from arrest or detention (unless they have no identification and the detention is to verify their diplomatic status). Proper identification of immunity claimants is imperative in potential in-custody situations. Claimants who are not entitled to immunity shall be placed in custody in accordance with the provisions outlined in Policy Manual § 422.6 of this policy.

A subject who is placed under arrest and claims diplomatic or consular immunity shall not be physically restrained before verification of the claim (unless restraint is necessary for the protection of the deputy or others.)

A supervisor shall be promptly notified and should respond to the scene when possible.

Field verification of the claimant's identity is to be attempted as follows:

- (a) Identification cards issued by the Department of State, Protocol Office, are the only valid evidence of diplomatic or consular immunity. The following types of identification cards are issued: Diplomatic (blue bordered), Consular (red bordered), and Official (green bordered). The Department of State identification cards are 3-3/4 inch by 1-1/2 inch and contain a photograph of the bearer.
- (b) Initiate telephone verification with the Department of State. Newly arrived members of diplomatic or consular missions may not yet have official Department of State identity documents. Verify immunity by telephone with the Department of State any time an

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individual claims immunity and cannot present satisfactory identification, the deputy has reason to doubt the claim of immunity, or there is a possibility of physical arrest. Law enforcement personnel should use the following numbers in order of preference:

Office of Foreign Missions	Office of the Foreign Missions
San Francisco, CA	Los Angeles, CA
(415) 744-2910, Ext. 22 or 23	(310) 235-6292, Ext. 121 or 122
(415) 744-2913 FAX	(310) 235-6297 FAX
(0800-1700 PST)	(0800-1700 PST)
Office of Foreign Missions	Department of State
Diplomatic Motor Vehicle Office	Diplomatic Security Service
Washington D.C.	Command Center
(202) 895-3521 (Driver License Verification)	Washington D.C.
or	(202) 647-7277
(202) 895-3532 (Registration Verification)	(202) 647-1512
(202) 895-3533 FAX	(Available 24 hours)
(0815-1700 EST)	(202) 647-0122 FAX

Members of diplomatic or consular missions also may have other forms of identification. These include identification cards issued by California Emergency Management Agency (Cal EMA), local law enforcement agencies, the foreign embassy, or consulate; driver licenses issued by Department of State; and, Department of State license indicia on the vehicle. All these items are only an indication that the bearer may have some form of immunity.

Subjects verified through the above procedures as being officials entitled to immunity (diplomatic agent, consular officers and consular staff and family members from countries with which the U.S. has special agreements) may not be arrested. The procedures below shall be followed. These procedures should also be used in the event immunity cannot be verified, but another form of identification indicates that immunity is probable.

If the release of the violator will not create an additional hazard, adequate information to properly identify the violator shall be obtained then the official shall be released. A supervisor's approval for the release shall be obtained whenever possible. The necessary release documents and/or a Certificate of Release form should only be issued under the proper conditions.

If the violator appears to have been driving while under the influence, field sobriety tests, including Preliminary Alcohol Screening (PAS) device tests and chemical tests should be offered and obtained whenever possible, however, these tests cannot be compelled. The subject shall not be permitted to drive. A supervisor's approval for release shall be obtained whenever possible and alternative transportation should be arranged.

All facts of the incident shall be documented in accordance with this policy in a Driving Under the Influence (DUI) Arrest-Investigation Report, Arrest-Investigation Report and/or any other relevant Report form. Notwithstanding the field release of the subject, prosecution is still appropriate and should be pursued by the command concerned. The Department of State will take appropriate sanctions against errant foreign service personnel, even where prosecution is not undertaken by the agency.

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422.6 TRAFFIC COLLISIONS

Persons involved in traffic collisions who possess a Department of State OFM Diplomatic Driver License, issued by the DMVO, shall have "D" coded in the license "class" box of the Traffic Collision Report. The actual driver license class (e.g., 1, 2, 3, or A, B, C, M) shall be entered in the miscellaneous box on page two of the traffic report. If subsequent prosecution of the claimant is anticipated, the claimant's title, country, and type of identification presented should be recorded for future reference. Issuance of a citation to, or arrest of, an immunity claimant at the accident scene should be handled in accordance with the procedures specified in Policy Manual § 422.5 of this chapter.

422.6.1 VEHICLES

Vehicles, which are owned by subjects with full immunity, may not be searched, stored, or impounded without the owner's permission. (Such permission may be assumed if the vehicle has been stolen.) These vehicles may, however, be towed the necessary distance to remove them from obstructing traffic or creating any other hazard.

422.6.2 TRAFFIC ENFORCEMENT REPORTS

a. Stopping a person who claims diplomatic immunity and issuing a traffic citation for a violation does not constitute an arrest or detention.

b. As soon as possible, advise the watch commander and request verification with the U.S. Department of State.

1. If the person does not have immunity, proceed normally, per department policy.

2. If the person does have immunity, the watch commander will advise of any special procedures. Follow the instructions below for issuance of a citation.

c. If the individual has diplomatic immunity, the subject may not be compelled to sign the citation.

d. A copy of the citation and any other documentation regarding the incident should be faxed to the U.S. Department of State as soon as possible. Write "Diplomatic Immunity" across the top of the citation. The court liaison deputy will maintain the original and await instructions from the Department of State.

e. For offenses requiring an appearance, the U.S. Department of State will use the citation and any report as the basis for requesting an "express waiver of immunity". Individuals cited may be given the option of paying the fine or obtaining a waiver in order to contest the charge. The Department of State will advise our department of any actions necessary.

DUI INVESTIGATIONS

a. As soon as the watch commander has confirmed identity and status, a supervisor should be directed to the scene.

b. If appropriate, field sobriety exercises should be offered and the results fully documented. The taking of these exercises may not be compelled.

c. If a deputy determines the individual is too impaired to drive safely, the individual should not be allowed to continue to drive. The deputy should assure the individual that the principal concern is the safety of the public and the individual.

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d. The person is not to be handcuffed, compelled to take field sobriety exercises, or placed in protective custody. The subject will not be placed in the police car unless they request to sit in the car. There are several options:

1. A deputy, with the individual's permission, may take the individual to the station or other location where the individual may recover sufficiently to drive;
2. A deputy may summon, or allow the individual to summon, a friend or relative to drive;
3. A deputy may call a taxi for the individual;
4. With the individual's permission, and when reasonable, a deputy may transport the individual to their destination in the police vehicle;

e. The property of an individual with diplomatic immunity, including their vehicle, is not subject to impound or seizure. The vehicle is also not subject to search unless deputies can articulate a need to prevent a danger to public safety or prevent a crime from occurring. The vehicle may be towed only the distance necessary to prevent it from endangering public safety or obstructing traffic.

f. As in all cases, document the incident per department policy. Write "Diplomatic Immunity" across the top of the reports. The court liaison deputy, or investigating detective, shall maintain the originals and await instructions from the Department of State. Copies of the reports and other documentation should be forwarded to the U.S. Department of State as soon as possible.

FOLLOW UP PROCEDURES

a. It is important that all reports and citations involving suspects with diplomatic immunity are marked, "DIPLOMATIC IMMUNITY" across the top. This notifies filing deputies and records personnel that court action cannot be initiated until we are notified by the U.S. Department of State that:

1. A voluntary waiver has been obtained;
2. A waiver has been enforced by the Department of State;
3. A cooperative settlement/fine was achieved;

b. Investigations of an incident involving a suspect who has diplomatic immunity may continue, but an arrest cannot be made without first contacting the U.S. Department of State and obtaining their direction and cooperation in suspending the immunity of the suspect. For additional information use the following website: <http://travel.state.gov/law/consular>

422.7 FOREIGN NATIONALS WHO DO NOT CLAIM IMMUNITY

These policies and procedures apply to foreign nationals who do not claim diplomatic or consular immunity.

Deputies shall arrest foreign nationals only under the following circumstances:

- (a) There is a valid warrant issued for the person's arrest
- (b) There is probable cause to believe that the foreign national has violated a federal criminal law, a state law, or a local ordinance

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- (c) Deputies shall not arrest foreign nationals solely for alleged undocumented entry into the U.S. unless the undocumented entry is committed in the deputy's presence

After a lawful detention or criminal arrest, deputies may detain foreign nationals solely for alleged undocumented presence in the U.S. if the U.S. Immigration and Customs Enforcement (ICE) is contacted and can respond to take custody within a reasonable time. Deputies shall not arrest foreign nationals for undocumented presence. Federal courts have consistently held that undocumented presence is not a crime but a federal civil violation only enforceable by federal officers.

- Deputies shall not stop or detain persons solely for determining immigration status.
- International treaty obligations provide for notification of foreign governments when foreign nationals are arrested or otherwise detained in the U.S.
- Whenever a deputy arrests and incarcerates a foreign national or detains a foreign national for investigation for over two hours, the deputy shall promptly advise the individual that he/she is entitled to have his/her government notified of the arrest or detention. (Penal Code § 834c). If the individual wants his/her government notified, the deputy shall begin the notification process.

422.7.1 ARREST PROCEDURE

Whenever a deputy physically arrests or detains an individual for criminal investigation and the deputy reasonably believes the person to be a foreign national, the deputy shall inquire to determine the person's citizenship.

This procedure applies to detentions of more than two hours. An inquiry is not required if the individual is detained less than two hours for criminal investigation.

If the individual indicates that he/she is other than a U.S. citizen, the deputy shall advise the individual that he/she has a right to have the nearest appropriate embassy or consulate notified of the arrest/detention (Vienna Convention on Consular Relations, Art. 36, (1969)).

If the individual requests such notification, the deputy shall contact Sheriff's Communication Center (SCC) as soon as practical and request the appropriate embassy/consulate be notified. Deputies shall provide Sheriff's Communication Center (SCC) with the following information concerning the individual:

- Country of citizenship
- Full name of individual, including paternal and maternal surname, if used
- Date of birth or age
- Current residence
- Time, date, place, location of incarceration/detention and the 24-hour telephone number of the place of detention if different from the Department itself

If the individual claims citizenship of one of the countries for which notification of the consulate/embassy is mandatory, deputies shall provide Sheriff's Communication Center (SCC) with the information above as soon as practicable, regardless of whether the individual desires that the embassy/consulate be notified. This procedure is critical because of treaty obligations with the particular countries. The list of countries and jurisdictions that require notification can be found on the U.S. Department of State website.

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422.7.2 DOCUMENTATION

Deputies shall document on the face page and in the narrative of the appropriate Arrest-Investigation Report the date and time SCC was notified of the foreign national's arrest/detention and his/her claimed nationality.

422.7.3 WATCH COMMANDER RESPONSIBILITIES

a. The watch commander will verify the status with the U.S. Department of State, or in the case of the U.N. community with the U.S. Mission to the United Nations.

b. Be prepared to inform the Department of State of the charges and nature of the incident.

c. The U.S. Department of State will advise the level of immunity the person has and what their actual status is, as well as the proper procedures to follow in dealing with the person. Each person's degree of diplomatic immunity is based on the position they hold. Some persons are protected at all times, while others are only protected during the performance of official acts. In any case, the Department of State will provide very specific instructions on how to proceed.

1. If the person does have diplomatic immunity, notify field deputies of what procedures to follow and direct a field supervisor to respond to the location.

d. If the person does not have diplomatic immunity, field deputies will be directed to proceed with the contact as usual, per department policy.

Active Shooter

424.1 PURPOSE AND SCOPE

Violence in schools, workplaces and other locations by any individual or group of individuals presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding deputies as they make decisions in these rapidly unfolding and tense situations.

424.2 POLICY

The policy of this department in dealing with the crisis situation shall be:

- (a) To obtain and maintain complete operative control of the incident.
- (b) To explore every reasonably available source of intelligence regarding the circumstances, location, and suspect(s) in the incident.
- (c) To attempt, by every means available, to attain any tactical advantage over the responsible individual(s).
- (d) To attempt, whenever feasible, a negotiated surrender of the suspect(s) and release of the hostages through the expertise of the members of this department and others.
- (e) When an emergency situation exists, neutralize the threat as rapidly as reasonably possible to minimize injury and loss of life.

Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this department in protecting themselves or others from death or serious injury.

424.3 PROCEDURE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding deputies should consider reasonable options to immediately eliminate the threat. Deputies must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

When deciding on a course of action deputies should consider:

- (a) Whether sufficient personnel are available on-scene to advance on the suspect. Any advance on a suspect should be made using teams of two or more deputies whenever reasonably possible.
- (b) Whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (c) Whether the deputies have the ability to effectively communicate with others in the field.
- (d) Whether planned tactics can be effectively deployed.
- (e) The availability of rifles, shotguns, shields, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.
- (f) In a case of a barricaded suspect with no hostages and no immediate threat to others, deputies should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

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Active Shooter

- (g) If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, the deputy should take immediate action, if reasonably possible, to stop the threat presented by the suspect while calling for additional assistance.

Reporting Police Activity Outside of Jurisdiction

426.1 PURPOSE AND SCOPE

This policy provides general guidelines for reporting police activity while on or off-duty and occurring outside the jurisdiction of the County of Ventura.

426.1.1 ASSISTANCE TO AGENCIES OUTSIDE THE COUNTY

When a deputy is on-duty and is requested by an allied agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the immediate supervisor or the watch commander. If the request is of an emergency nature, the deputy shall notify SCC before responding and thereafter notify a supervisor as soon as practical.

426.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE THE COUNTY

Any on-duty deputy, who engages in law enforcement activities of any type outside the immediate jurisdiction of the County of Ventura shall notify his or her supervisor or the watch commander at the earliest possible opportunity. Any off-duty deputy who engages in any law enforcement activities, regardless of jurisdiction shall notify the watch commander as soon as practical.

The supervisor shall determine if a report or other documentation of the deputy's activity is required. The report or other documentation shall be forwarded to the deputy's assistant sheriff or designee via proper channels.

Immigration Violations

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Ventura County Sheriff's Office for understanding our role as it relates to Federal Immigration Policy.

428.2 POLICY

It is the policy of the Ventura County Sheriff's Office that all members make personal and professional commitments to equal enforcement of the law and equal service to all members of the public regardless of their immigration status.

428.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitutions.

Deputies will not be involved in field level immigration enforcement

428.4 ICE REQUESTS FOR ASSISTANCE

Deputies will not be involved in field level immigration enforcement.

Requests by ICE, or any other federal agency, for assistance from this department should be directed to the Watch Commander or Bureau Captain. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

428.5 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from ICE
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state or local government entity

Notice to individuals in custody should be handled according to Detention Services Divisional Policy and Procedures Manual

U Visa and T Visa Nonimmigrant Status

429.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Ventura County Sheriff's Office for understanding the procedures to obtain an U Visa or T Visa.

429.2 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U Visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U Visa may be completed by a deputy in order for a U Visa to be issued.

Similar immigration protection, known as a T Visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T Visa may be completed by a deputy in order for a T Visa to be issued.

Any request for assistance in applying for U Visa or T Visa status should be forwarded in a timely manner to the Detective Bureau supervisor assigned to oversee the handling of any related case. The Detective Bureau supervisor shall:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner and forward such certification or declaration to Sheriff's Administration for the Sheriff's consideration and possible signature as the Certifying Official.
 - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
 - 2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded that information, including the appropriate certification form, to Sheriff's Administration for consideration.
- (e) Sheriff's Administration shall notify the victim and/or victim's liaison of the final determination as to whether the request is approved or not.

429.2.1 TIME FRAMES FOR COMPLETION

Deputies and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for a T Visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

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U Visa and T Visa Nonimmigrant Status

Deputies and their supervisors shall complete the above process and the documents needed for a U Visa or T Visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

429.2.2 REPORTING TO LEGISLATURE

Sheriff's Administration or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

Body Worn Camera Policy

430.1 PURPOSE AND SCOPE

- A. To provide policy and procedure for the use of the body worn camera system (BWC) including both audio and video recording of field activity in the course of official police duties.
- B. The use of the body worn camera system provides documentary evidence for criminal investigations, internal or administrative investigations, and civil litigations. Deputies shall utilize this device in accordance with the provisions of this policy to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

430.2 DEFINITIONS

Body Worn Camera (BWC) – A camera worn on an individual deputy's person that records and stores audio and video.

Buffering Mode or Standby Mode – The BWC is on but has not been activated to record both sound and video. While in the buffering mode, the camera will continuously record video only in 30 second loops.

Event Mode – When the Event button on the BWC is activated and the camera is recording both audio and video.

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

Evidence Docking Station (EDS) – A portable multi-ported docking station installed at Sheriff patrol stations. The EDS recharges the BWC while uploading all digitally encrypted data from the device and transfers the data to Evidence.com.

Evidence.com – A digital evidence management service contracted for the Sheriff's Office and accessed at venturasheriffca.evidence.com. The service stores digitally encrypted data in a highly secure environment accessible to personnel approved by the Sheriff or his designee.

Metadata – Report numbers, names and other descriptors used to identify digital evidence.

430.3 PROCEDURE

- A. Officer safety and public safety take precedence over recording events. Officer safety and the safety of the public shall be the primary considerations when contacting citizens or conducting vehicle stops, not the ability to record an event.
- B. Unauthorized use, duplication, and/or distribution of digital evidence is prohibited. Personnel shall not make copies of any digital evidence for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record BWC files.
- C. All recorded media images and audio from the BWC are property of the Ventura County Sheriff's Office and shall not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Sheriff or his designee.

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Body Worn Camera Policy

- D. The BWC shall not be used to record non work related activity and should generally not be activated in places where a reasonable expectation of privacy exists, such as locker room, dressing rooms, or restrooms.
 - 1. Deputies shall not use the BWC recording functions to record any personal conversation of or between another employee without the knowledge or permission of that employee.
- E. Deputies should be aware of certain circumstances when operating the BWC may not be appropriate, such as:
 - 1. In a hospital emergency room where privacy of patients, including patients not part of the deputy's call should be considered.
 - 2. Anytime a person's private health information is being discussed.
 - 3. Response to accidents or ambulance follow up calls when the victims are not suspected of criminal activity.
 - 4. When the use of the BWC causes emotional distress to a crime victim.
- F. Personnel shall use only the BWC system is sued and approved by the Sheriff's Office. The wearing of any other personal video recorder for the same purpose is not authorized without approval from the Sheriff.
- G. Personnel shall not remove, dismantle or tamper with any hardware and/or software component or part of the BWC.
- H. There are many situations where the use of the BWC is appropriate. This policy is not intended to describe every possible circumstance. In addition to the required conditions, deputies should activate the system any time they feel its use would be appropriate and/or valuable to document an incident.
- I. Unless it is unsafe or impractical to do so, or mechanical issues that impede the use of the device are present, deputies shall make every reasonable effort to activate the BWC prior to making contact in any of the following incidents:
 - 1. During any law enforcement related contact or activity where there is a reasonable suspicion of criminal activity or a violation of law an investigative or enforcement action may be taken.
 - 2. Deputies may activate the BWC before or during any other incident at their discretion and shall have the latitude to terminate the recording when there is not likelihood of force being used or anything else of evidentiary value occurring.
- J. Private Citizens do not have a reasonable expectation of privacy when talking with law enforcement during the scope of a deputy's official duties, even when the contact is in a private residence. When deputies are lawfully present in a home (warrant, consent, or exigent circumstances) in the course of official duties, there is no reasonable expectation of privacy. Therefore, deputies are not required to give notice that they are recording. However, if asked, deputies shall advise citizens they are being recorded.
 - 1. Deputies are not required to initiate or cease recording an event, situation or circumstance solely at the demand of a citizen.
 - 2. Deputies are encouraged to advise private persons that they are recording if the advisement may gain compliance, assist in the investigation, and does not interfere with the investigation or officer safety.
- K. It shall be deemed a violation of this policy for a deputy to fail to activate the device or intentionally terminate a recording in order to conceal a violation of law or policy.

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430.4 OPERATION

- A. When not in use, and at the conclusion of a shift, BWC devices shall be stored in the designated EDS. Deputies shall ensure the BWC is properly seated into the EDS to allow for proper uploading, charging and updating.
- B. Deputies shall inspect their assigned BWC device prior to the start of a shift to ensure there is no visual damage and the device is charged and in working order.
- C. Deputies shall position the BWC on the front of their uniform, above the middle of the torso to facilitate optimum recording field of view.
- D. Deputies operating department motorcycles may dock their BWC at the end of their shift and then take their assigned motorcycle home. It will be the responsibility of the deputy to pick up their BWC as soon as practical at the beginning of their next shift. It is recognized that motor officers may make enforcement stops to and from work, which may result in those stops not being recorded.

430.5 RESPONSIBILITIES

A. System Administrator

The System Administrator(s) have oversight responsibilities of the BWC program to include, but not limited to, the following:

- 1. Equipment inventory and tracking.
- 2. Monitoring of Evidence.com including login and password oversight.
- 3. Warranty and repair oversight.
- 4. Troubleshooting of BWC and EDS devices at all Sheriff stations.
- 5. Liaison with SSB for network related issues and troubleshooting.
- 6. BWC point of contact for District Attorney, Public Defender and outside agencies.
- 7. Response to subpoenas for BWC footage.
- 8. Response to Public Records Act requests.
- 9. Monitoring or retention schedules for BWC files.
- 10. Due diligence prior to purging of BWC files.
- 11. Remain up to date on BWC related laws and policies.

B. Supervisory

- 1. Supervisors shall ensure deputies utilize the BWC according to policy guidelines.
- 2. Supervisors shall ensure BWC files related to critical incidents or the use of force are uploaded to Evidence.com.
- 3. When evaluating a use of force incident, supervisors shall review BWC files prior to completing the Use of Force Notification Form required by section 300.5.3 of the Sheriff's Policy Manual, Use of Force.
- 4. Supervisors may have the ability to immediately resolve citizen complaints by reviewing BWC files. When a complaint is resolved with no further action needed, supervisors shall add an additional category of Citizen Complaint to the video and make appropriate notes in the Notes section of Evidence.com. This will allow Professional Standards personnel to track incidents resolved by the use of the BWC system.

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5. It shall be deemed a violation of this policy for a supervisor or manager to review BWC files for the sole purpose of searching for violations of agency policy or law not related to a specific complaint or incident.

C. Personnel utilizing a BWC shall be responsible for the following:

1. Ensuring the BWC device is functioning properly.
2. Immediately reporting unresolved equipment malfunctions or problems to the System Administrator or their supervisor.
3. Documenting the use of the BWC on any of the following:
 - a. Crime/Incident or Arrest Report
 - b. Notation on citation
 - c. Field Interview Card
4. Deputies should continue preparing reports in the same manner as prior to the implementation of the BWC. Deputies should not substitute "refer to video" for a detailed and thorough report.
5. Once video of evidentiary value is captured, deputies shall identify BWC files by:
 - a. Noting the report number on the Case ID Field.
 - b. Entering a title. The title should include sufficient information to identify the file, such as a crime code, suspect name, location, event, etc.
 - c. Selecting the appropriate category(s).

430.6 REVIEW OF FILES

- A. Although the data captured by the BWC is not considered Criminal Offender Record Information (CORI), it shall be treated in the same manner as CORI data. All access to the system is logged and subject to audit at any time. Access to the data from the system is permitted on a right to know, need to know basis. Employees authorized under this policy may review video according to the provisions of this policy.
- B. Once uploaded to Evidence.com, personnel may view their own audio/video data. Evidence.com automatically time/date stamps and records each access by officer name.
- C. An employee may also review BWC files as it relates to:
 1. Their involvement in a n incident for the purposes of completing a criminal investigation and preparing official reports (this may be completing a criminal investigation and preparing official reports (this may be completed in the field via a department issued Bluetooth device).
 2. Prior to courtroom testimony or for courtroom presentation.
 3. Providing a statement pursuant to an administrative inquiry, including officer involved shooting investigations.
 4. For potential training purposes.
 - a. For official use, Evidence.com shall only be accessed from Department authorized computers, Department workstations or MDC's.
 - b. Exception: Administrative users of Evidence.com may access Evidence.com from a computer or device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking a user, etc.

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430.7 BWC FILES REQUESTS

A. Sheriff's Office Requests

Any request shall be completed by the system administrator with the approval of the Sheriff or his designee.

B. Non-Sheriff Requests

All other requests for a BWC file shall be accepted and processed in accordance with federal, state, local statutes and Department policy.

C. Request for Deletion of Accidental Recording

In the event of an accidental activation of the BWC where the resulting recording is of no investigative or evidentiary value, the recording employee may request that the BWC file be deleted by submitting an email request with sufficient information to locate the BWC file to the Division Commander or designee. The file will be reviewed and the request will be either approved or denied and forwarded to the system administrator for action.

D. Copying Procedure

1. A copy of the BWC file may be made by the involved deputy or court liaison deputy in accordance with the provisions of this order for evidence, DA request, etc.
2. Other than as provided in this policy, no member of this Department shall download any video from Evidence.com onto any computer, device, drive, CD, DVD or any other format without the consent of the Sheriff.

E. Investigators Conducting Criminal or Internal Investigations Shall:

1. Advise the system administrator to restrict access/public disclosure of the BWC file in criminal or internal investigations, when necessary.
2. Document the reason for access by entering the related report number or IA case number on the BWC "Notes" field prior to viewing.
3. Review the file to determine whether the BWC file is of evidentiary value and process in accordance with established guidelines.
4. Investigators shall notify the system administrator to remove the access restriction when the investigation is closed.

F. A BWC file may be utilized as a training tool for individuals, specific units, and the Department as a whole. A recommendation to utilize a BWC file for such a purpose may come from any source.

1. A person recommending utilization of a BWC file for training purposes shall submit the recommendation through the chain of command to the Division Commander.
2. If an involved deputy or employee objects to the showing of a recording, his/her objections will be submitted to the Division Commander to determine if the employee's objection outweighs the training value.

430.8 CATEGORY AND RETENTION

A. Employees utilizing the BWC shall identify each video by category. In the event a video is taken that does not fall into a listed category on Evidence.com and has no apparent evidentiary or administrative value, the deputy may leave the video as uncategorized.

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- B. Retention periods are established by the Sheriff in accordance with state and federal mandates.

430.9 CATEGORY AND RETENTION

- A. Personnel shall immediately report any recognized problems with the BWC to their administrative sergeant.
- B. Upon notification, the administrative sergeant shall contact the system administrator stating the problem or malfunction.
- C. The system administrator will report unresolved deficiencies to TASER International via web based support at <http://www.taser.com/support/contact-us> by completing the required information on-line and describing the issue or defect in detail in the "message" window provided.
- D. Provide the serial number of the unit needing service or repair and identify the model as an Axon Flex, Axon Body or battery pack as appropriate. A TASER representative will contact the Sheriff's Office BWC system administrator for resolution.

430.10 DISCOVERY OF MISCONDUCT

- A. Employees reviewing BWC files should remain focused on the incident or incidents in question and review only those recordings that are relative to their investigative scope. If improper conduct is suspected during any review of a BWC file, the person who discovered the conduct in question shall immediately notify a supervisor. The supervisor will make notifications to the appropriate management via chain of command. Nothing in this procedure prohibits addressing policy violations.

Aircraft Accidents

434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity and Hazardous Material Response policies.

434.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

434.2 POLICY

It is the policy of the Ventura County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

434.3 ARRIVAL AT SCENE

Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

434.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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434.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the Watch Commander and/or SCC shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

The Watch Commander and/or SCC shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

434.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Medical Examiner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e. g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene supervisor should ensure the accident is still appropriately investigated and documented.

434.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

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434.8 DOCUMENTATION

All aircraft accidents occurring within the County of Ventura shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of VSO members deployed to assist; other County resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

434.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

434.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

434.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

STRANDED VESSELS

435.1 PURPOSE

To comply with legal requirements that mandate the Sheriff's Office render assistance to vessels and persons on board that become stranded on the coast of Ventura County.

435.2 INTRODUCTION

California Harbors and Navigations Code section 510 mandates the responsibilities of each Sheriff regarding vessels stranded on their coasts: "The sheriff of each county shall give all possible aid and assistance to vessels stranded on its coast, and to the persons on board. He shall exert himself to save and preserve such persons, vessels, and their cargoes, and all goods and merchandise which may be cast by the sea upon the land, and to this end he may employ as many persons as he may think proper. All citizens shall aid the sheriff when required."

435.2.1 DEFINITIONS

Abandoned:

Any vessel that is found on the coast without a lawful operator or owner.

Coast:

The coast refers to the entire area from the Santa Barbara County line to the Los Angeles County line where land abuts the ocean. The department is responsible for the entire area including coastal areas falling within the boundaries of incorporated cities and military installations.

Salvage:

Salvage generally refers to the process related to the recovery of the vessel and its contents along with the receipt of compensation for recovery costs.

Surrendered:

When a vessel owner relinquishes all property interest in the vessel and its contents to the Sheriff's Office or other authorized public agency.

Vessel:

"Includes ships of all kinds, steamboats, steamships, canal boats, barges, sailing vessels, and every structure adapted to be navigated from place to place for the transportation of merchandise or persons." (Harbors and Navigations Code section 21). This definition encompasses virtually all structures intended for navigation on the water from a small rowboat to a large ship.

The Sheriff is charged with attempting to secure a vessel and items of value that wash ashore. Generally, it is the department's responsibility to salvage or assist in the salvage of all vessels stranded on the Ventura County coast. This is true even if the owner of the vessel initially assumes responsibility and later is unable to complete the salvage process, surrendering the vessel and contents. There may be times when it is not feasible, too dangerous, or pointless to salvage a vessel. Factors to consider are as follows:

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- a. Type of vessel
- b. Type of cargo
- c. Weather or other conditions too hazardous for salvage
- d. Vessel is of little or no value
- e. Potential salvage cost exceeds the vessel's apparent value.

All decisions not to salvage a stranded vessel will be made by the watch commander.

Normally, all that is required in the salvage process is that the responding deputies arrange for the appropriate service to secure the vessel (i.e., a private tow company when secured from land, or a vessel towing company when secured from the water). The primary vessel towing company in this county is Vessel Assist (1-800-367-8222). The Harbor Patrol, although not specifically tasked with vessel salvage, may serve as an additional resource for department personnel in handling these matters. The emergency phone number is (805) 382-3000.

Whenever Sheriff's Office resources are used for salvage operations, refer to California Harbors and Navigations Code, sections 510-527, and 530, and/or the assistance of County Counsel.

435.3 PROCEDURE

a. Upon receipt of information of a stranded vessel, deputies shall provide aid and assistance to any persons on board. If necessary, requests can be made through the SCC for the fire department, Sheriff's Aviation Unit and/or Search and Rescue Team, and/or other resources as needed.

b. Attempt to locate and/or notify the owner of the vessel.

If the owner is located and they do not wish to surrender the vessel, the owner must make arrangements for the salvaging of the vessel, and will be responsible for the vessel, property and costs of recovery.

If the owner wishes to surrender the vessel, or the vessel is abandoned the Sheriff's Office will assume authority over the vessel and property until the arrival of the salvage company. Once the vessel has been surrendered or abandoned its contents are the property of the County of Ventura and the owner no longer has authority to reclaim property or the vessel, without contacting the County of Ventura Purchasing to resolve outstanding fees.

Once the salvage company has arrived, signed the CHP 180 form or been identified for the incident report, and there is no longer an immediate hazard to life or property- besides the stranded vessel- and with the approval of the watch commander the Sheriff's Office resources may be released from the scene.

c. If the salvage process involves more than facilitating the response of the appropriate private salvage company, the watch commander, or station captain will determine how to proceed with the salvage operation.

There are two military installations on the Ventura County coastline, located at Point Mugu and Port Hueneme. In all cases of stranded vessels on military property, deputies shall obtain authorization prior to entering and coordinate all actions with appropriate

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military personnel. Any conflicts or problems that arise will be handled through the watch commander, or station captain.

435.3.1 REPORTING PROCEDURES

a. A CHP 180 form will be completed on all vessels that are reported stolen, recovered, embezzled or abandoned. (Refer to report writing manual on how to complete the form.) Where feasible property and cargo should be inventoried and noted on the report.

b. All other stranded vessel incidents in which the department has rendered assistance shall require an incident report, including:

1. When there is death or injury to passengers or crewmembers (non-crime related).
2. When it is likely the incident will require later departmental action or investigation of either a criminal or non-criminal nature (e.g., suspicious circumstances surrounding incident, substantial utilization of resources during salvage or rescue operations.)
3. The incident may involve civil liability to a public entity.

435.3.2 REFERENCES

California Harbors and Navigations Code, Section 21, Sections 510-527, and section 530. California Government Code, Section 26620-26621.

Checklist for watch commanders:

- Respond appropriate resources to manage the initial call for service.
- Determine if the vessel owner can be located.
- Determine the vessel owner's course of action. If the vessel is abandoned and the vessel/cargo are an immediate danger to the public, initiate vessel salvage operations.
- If the vessel is not a danger then refer the incident to the station captain for further administrative handling.
- Maintain security on the vessel and cargo until salvaging operations are on scene.
- Checklist for station captains:
 - Is the vessel or its contents salvageable?
 - Has the owner been identified and assumed control over the salvage operation.
 - Maintain security, private or departmental, until a salvage company has been contracted and taken control of the vessel.
 - If the owner has not been located and the vessel is salvageable contact County of Ventura Purchasing in order to facilitate a contract with a salvage company.
 - Ensure that all documentation, including personnel resources are documented for possible civil recovery. Contact the District Attorney's Office to file appropriate criminal charges.
- For further guidance contact County Counsel.

Field Training Officer Program

436.1 PURPOSE AND SCOPE

The Field Training Program (FTP) is intended to provide a standardized program to facilitate the deputy's transition from the detention setting to general law enforcement duties in the field.

It is the policy of this department to assign sheriff's deputies to a structured FTP that is designed to prepare the deputy to perform in a patrol environment while possessing all skills needed to operate in a safe, productive and professional manner.

The East County Patrol Operation's captain is the designated field training manager and as such will ensure that the FTP meets department policies, and the standards of the Commission on Peace Officer Standards and Training (P.O.S.T.).

436.2 FIELD TRAINING PROGRAM COMMITTEE AND RESPONSIBILITIES

The FTP Committee includes a field training coordinator from each patrol station and the field training manager. The committee will meet at the direction of the field training manager. The committee has responsibility for:

1. Reviewing and updating the field training manual and the field training policy and procedures as needed. The field training manager will ensure the manual and field training policy and procedures reflects department policies, and the standards of P.O.S.T.
2. Selecting senior deputies and deputies to be trained as Field Training Officers (FTO) as described in the P.O.S.T. Standards.
3. Coordinating the scheduling of the P.O.S.T. 40 hour FTO basic course with the Ventura County Criminal Justice Training Center.
4. Coordinating the scheduling of the P.O.S.T FTO update course with the Ventura County Criminal Justice Training Center.

Obtaining Air Support

438.1 PURPOSE AND SCOPE

The use of the sheriff's helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

438.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or deputy in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

438.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the watch commander, or SCC supervisor, will call out a helicopter from the Sheriff's Aviation Unit and if not available may call the closest agency having helicopter support available. The watch commander on duty will apprise that agency of the specific details of the incident prompting the request.

438.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

A sheriff's helicopter may be requested under any of the following conditions:

- (a) When the helicopter is activated under existing mutual aid agreements
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard
- (c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community
- (d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard
- (e) Vehicle pursuits
- (f) Search and Rescue operations
- (g) Medivacs
- (h) Fires
- (i) To assist with crime scene investigations.

438.2.3 HELICOPTER ACTIVATION

Activation during business hours:

The Aviation/SAR unit can be contacted directly by SCC or Fire Communications Center (FCC) and advised of the circumstances necessitating the flight.

The pilot shall evaluate the flight information and determine the appropriate aircraft for the mission.

Activation after business hours:

The SCC shall contact the standby pilot and crew chief per the daily schedule. The pilot shall evaluate the information and determine the appropriate aircraft for the mission.

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If the emergency occurs during hours when there are no flight crews on standby, the dispatch supervisor or watch commander should attempt to call out any sheriff pilot or crew chief who has expressed an interest in responding to the aviation unit on an overtime basis. No pilot or crew chief is expected to be "on call" during these hours.

The pilot or crew chief should never be considered for contact because they are listed on any document as the "next crew on duty."

At no time shall the Aviation/SAR Unit create or send a schedule to the SCC that indicates a pilot or crew chief's availability after allocated standby hours.

If there is no crew available, the watch commander or SCC supervisor may request a helicopter from an allied agency.

Every effort should be made to obtain as much information as possible about the mission, i.e., weather, type of mission, any unusual conditions, etc.

Dispatch Response Time:

Consideration for immediate dispatch should be given for those areas where terrain would inhibit ground vehicles or where response times are long because of distance, accessibility, etc.

To allow for pre-flight preparation time, Aviation Unit personnel should be notified without delay regarding any potential helicopter flight. Every effort should be made to anticipate the need for helicopter services in advance in order to reduce response time.

438.2.4 FLIGHT FOLLOWING PROCEDURES

In order to ensure the safety of the crew while in flight, and to facilitate a speedy rescue in the event of an emergency, flight following procedures will be adhered to on all Aviation/SAR Unit flights. Upon takeoff from any location, the crew chief will contact both FCC and SCC. Included in the message will be:

- a. Departure point
- b. Route of flight
- c. Destination

DURING THE FLIGHT:

Update on flight information will be transmitted by the helicopter every 15 minutes (location and change in destination).

Flight following updates need only be transmitted to one of the dispatch centers. The second dispatch center should be advised that the aircraft is flight following with the other department. (In the event of a law enforcement patrol-operated flight, flight following should be accomplished through the SCC).

In some instances, dispatch facilities of other agencies may be used for flight following. An example is the US Forest Service (USFS). The USFS radio system utilizes mountain repeaters that enable radio communications in deep canyons and valleys. In this case, request that the USFS dispatcher contact FCC and/or SCC and advise of the change of flight following agencies, or contact the FCC or SCC directly after establishing flight

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following procedures with the USFS. If a helicopter flight does not check-in with fire or sheriff's dispatch within a 15-minute time frame, the following procedures must be initiated:

When Aviation/SAR Unit personnel are at the heliport, the duty pilot will determine if an immediate search is required, or if additional time should be allowed for the overdue helicopter to reestablish radio contact. A maximum of 30 minutes past the normal check-in time will be allowed for an overdue helicopter to re-establish radio contact. Initial Search Procedures: 1. Contact the department or agency the missing helicopter is supporting and ascertain if they have a positive contact with the helicopter. Request the helicopter to contact FCC or SCC for flight following update.

If the above mentioned department or agency does not have positive contact with the missing helicopter, contact the US Air Force Rescue Coordination Center (AFRCC), at (757) 764-8112 to find out if the onboard emergency locator transmitter (ELT) have been activated (DO NOT request a search mission to be activated at this point). If the ELT has been activated, the AFRCC should be able to provide the approximate coordinates of latitude and longitude of the ELT signal. This information should be immediately relayed to Aviation Unit/SAR personnel.

Notify the Aviation Unit captain who will then assume responsibility for coordinating the search and rescue operation. In the absence of the Aviation Unit captain, the Aviation Unit commander shall be notified.

If the missing helicopter is not located within the first 45 minutes when it is overdue, an air search must be initiated. The helicopter crew assigned to the search shall make the determination as to what resources are available and can best be used for rescue and medivac situations pursuant to Aviation/SAR Unit policy.

Mobile Digital Terminal Use

448.1 PURPOSE AND SCOPE

The Mobile Digital Terminal (MDT) accesses confidential records from the State of California, Department of Justice and Department of Motor Vehicles databases. Employees using the MDT shall comply with all appropriate federal and state rules and regulations.

448.2 MDT USE

The MDT shall be used for official sheriff's communications only. Messages that are of a sexual, racist, or offensive nature, or otherwise critical of any member of the Department, are strictly prohibited. MDT use is also subject to the Department Technology Use Policy.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

All calls dispatched to patrol units should be communicated by voice or MDT unless otherwise authorized by the Watch Commander.

448.2.1 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Department Technology Use Policy for additional guidance).

448.2.2 RESTRICTED ACCESS AND USE

MDT use is subject to the County's Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisor or Watch Commander.

Use of the MDT system to access law enforcement databases or to transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended.

448.2.3 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages

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that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely.

448.3 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the Sheriff's radio or electronically via the MDT unless security or confidentiality prevents such broadcasting.

448.3.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the Sheriff's radio or through the MDT system.

During times of emergency radio traffic, the MDT user may utilize the "Silent Dispatch" functions of the MDT to respond to calls for service, assist another unit, clear calls for service, and/or change their status.

- (a) In the event of an emergency in progress call where the unit on scene needs the sole use of the Sheriff's radio, the assisting units will utilize the MDT functions to "self-assist" that unit, thus leaving the airways free for emergency radio traffic.
- (b) If the in-progress call requires a deputy to respond "Code 3" the deputy will "self-assist" the unit on scene and promptly change their status to "Code 3" using the MDT functions. The GPS function of the MDT, will be sufficient for advising the location the deputy is responding from.
- (c) The MDT user should utilize the "silent dispatch" functions to place units "On-Scene" of a probation/parole search location and/or warrant service location. This notification will not be made to dispatch via telephone.

448.4 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify the Communications Center.

448.4.1 REPLACING A MALFUNCTIONING MDT

When a MDT is malfunctioning and unable to be put into service, the user is responsible for replacing that MDT with a functioning MDT. Each station will have a cache of spare MDTs assigned. It will be the responsibility of each station administrative sergeant to decide where these computers will be stored. The following is the process to exchange a malfunctioning MDT and have it sent for repairs:

- (a) The user will locate the spare MDTs and retrieve a functioning MDT.
- (b) The user will log onto the Sheriff's Intranet and complete an IT Services Service Request Form. This form must be completed thoroughly explaining the particular issue or issues. The user will wait for the IT Services confirmation email and bring that email. The malfunctioning MDT and the printed email will be placed in a designated area (determined by each station administrative sergeant).

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- (c) Each day a cadet, SST or volunteer (determined by each station's administrative sergeants) will check the computer area for any malfunctioning MDTs. If MDTs are in need of repairs, the assigned personnel will transport that MDT to Sheriff's Systems Bureau (SSB) to drop off for repair. While at the SSB Office, they will determine if there are MDTs needing to be returned to their respective stations.

EXCEPTION TO THE ABOVE PROCESS:

If the MDT is installed into a LPR vehicle that MDT will stay with that vehicle and the entire vehicle will need to be taken to the SSB Office for repairs.

Medical Marijuana

452.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

452.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the State Department of Public Health to both persons authorized to engage in the medical use of marijuana, and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Qualified Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana to treat a serious illness, or any person issued a valid identification card.

Physician's Recommendation - A recommendation issued to a patient by a physician, verbal or written, indicating that marijuana would be a beneficial treatment for a serious medical condition.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Possession Guidelines - Qualified patients and primary caregivers who possess a state issued identification card may possess 8 oz. of dried marijuana, and may maintain no more than 6 mature or 12 immature plants per qualified patient. However, if "a qualified patient or primary caregiver has a physician's recommendation that this quantity does not meet the qualified patient's medical needs, the qualified patient or primary caregiver may possess an amount of marijuana consistent with the patient's needs."

452.2 POLICY

The Ventura County Sheriff's Office will follow Proposition 215, Senate Bill 420, the California Attorney General Guidelines, and the various case laws governing medical marijuana. The

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Sheriff's Office currently conducts investigations to ensure individuals and organizations in Ventura County are operating in accordance within the above referenced laws and guidelines.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Ventura County Sheriff's Office will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

WEBLINK TO THE ATTORNEY GENERAL'S GUIDELINES:

http://medicalmarijuana.procon.org/sourcefiles/Brown_Guidelines_Aug08.pdf

452.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

- (a) Investigations when no person makes a medicinal claim.
- (b) Investigations when a medicinal claim is made by a cardholder.
- (c) Investigations when a medicinal claim is made by a non-cardholder.

452.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the deputy should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so deputies should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

452.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is reasonable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

- (a) The information contained in the card is inaccurate or falsified.
- (b) The card has been obtained or used by means of fraud.
- (c) The person is otherwise in violation of the provisions of the MMP.
- (d) The person does not possess marijuana for personal medical purposes.

Deputies who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving card holders with more than the statutory amount of

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marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

452.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the deputy reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation, or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Deputies are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Deputies should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Deputies should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs, the qualified patient or primary caregiver may possess an amount of marijuana consistent with the patient's needs (Health and Safety Code § 11362.77).

452.3.4 ADDITIONAL CONSIDERATIONS

Deputies should consider the following when investigating an incident involving marijuana possession, delivery, production or use:

- (a) Because enforcement of medical marijuana laws can be complex, time consuming and call for resources unavailable at the time of initial investigation, deputies may consider documenting their findings and contacting narcotic detectives for direction, or submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - 1. The suspect has been identified and can be easily located at a later time.
 - 2. The case would benefit from review by a person with expertise in medical marijuana investigations.
 - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - 4. Other relevant factors, such as available department resources and time constraints, prohibit making an immediate arrest.
- (b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, deputies should consider the following when determining whether the form and amount is reasonably related to the patient's needs:
 - 1. The amount of marijuana recommended by a medical professional to be ingested.
 - 2. The amount of marijuana the patient uses on a daily or weekly basis.
 - 3. The quality of the marijuana.
 - 4. The method of ingestion (e.g., smoking, eating, nebulizer).
 - 5. The timing of the possession in relation to a harvest (patient may be storing marijuana).

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6. Whether the marijuana is being cultivated indoors or outdoors, the climate, etc.
- (c) Before proceeding with enforcement related to collective gardens or dispensaries, deputies should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning and other related issues can be complex. Patients, primary caregivers and cardholders who collectively or cooperatively cultivate marijuana for medical purposes are provided a defense under MMP (Health & Safety Code § 11362.775; Business and Professions Code § 19320 et seq.).
- (d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

452.3.5 EXCEPTIONS

There are several exceptions to this policy, and deputies should consider taking enforcement action if any of the following occur:

- (a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).
- (b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).
- (c) Smoking marijuana (Health and Safety Code § 11362.79):
 1. In any place where smoking is prohibited by law.
 2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
 3. On a school bus.
 4. While in a motor vehicle that is being operated.
 5. While operating a boat.
- (d) Use of marijuana by a person on probation, parole, or on bail, and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

452.3.6 MARIJUANA EVIDENCE

In all instances in which subject(s) are arrested or cited for possession of marijuana, the marijuana must be booked into evidence.

If the subject(s) are issued citations for H&S 11357(b) or VC 23222(b), the marijuana will be booked into evidence. While the citation will not require a RB# since the violations of H&S 11357(b) and VC 23222(b) are treated as infractions, an RB# will be required for the property report for booking the marijuana into evidence.

In instances in which the subject(s) are arrested and booked into custody, the marijuana is to be booked into evidence using the same RB# as the arrest report.

In instances of large seizures of marijuana (10 pounds or more), deputies shall contact the Special Investigations Unit/Narcotics for further investigation. In cases involving large seizures of marijuana (10 pounds or more), the destruction of the marijuana shall be in compliance with Health and Safety Code § 11479.

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452.4 FEDERAL LAW ENFORCEMENT

Deputies should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities, or whenever the deputy believes those authorities would have a particular interest in the information.

452.5 PROPERTY ROOM

SUPERVISOR RESPONSIBILITIES

The Property Room Supervisor should ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed pending any charges and without a court order. The Property Room Supervisor is not responsible for caring for live marijuana plants.

Regardless of the prosecution status or disposition of any related criminal case, the Ventura County Sheriff's Office will not be responsible for the return of any marijuana seized as evidence except as may be required by a valid court order (Cal. Health and Safety Code § 11473.5 and 21 U.S.C. § 885(d)).

The Property Room Supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Bureau Supervisor.

NARCOTICS ANALYSIS PROGRAM

453.1 PURPOSE AND SCOPE

To offer citizens the availability of confidential drug identification for early intervention of suspected family member substance abuse.

453.2 PROCEDURE

In an attempt to assist parents and other citizens who discover evidence of a drug-abuse problem within their families, the Sheriff's Crime Laboratory shall make its staff and its facilities available, on a confidential basis, for the analysis and identification of drug-like substances delivered to it by citizens desiring such analysis. All reasonable requests shall be handled.

Persons desiring the analysis and/or identification of any drug-like substance shall deliver the substance directly to the Sheriff's Property Room between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Upon receipt of a drug-like substance, the property room shall issue a "reference number" to the person delivering the substance. No name, address or other specific information will be required from the person requesting the analysis; however, information which would help to identify the substance shall be taken if voluntarily offered. The citizen shall be advised to telephone the laboratory after seven (7) working days. He/she need only to provide the "reference number" whereupon he/she will be told whether or not the substance is a narcotic or restricted dangerous drug.

Narcotics and restricted dangerous drugs received through this program shall be retained by the property room. No substance will be returned to the person submitting it for analysis and/or identification. The substance will be disposed of in accordance with applicable statutes.

If a person desires advice upon learning the results of analysis laboratory personnel may offer advice within the scope of their expertise. A list of referral agencies handling drug-related problems will be maintained and offered to persons desiring this information.

The key to the success of a program of this nature is the offering of departmental services of this type to the concerned parent or citizen while maintaining complete anonymity throughout the entire transaction.

Opioid Medical Aid and Response

454.1 PURPOSE AND SCOPE

This policy recognizes that members may encounter persons who appear to be in need of medical aid because of an opioid overdose and establishes a law enforcement response to such situations.

454.2 POLICY

It is the policy of the Ventura County Sheriff's Office that designated deputies and other designated members be trained to provide emergency medical aid to persons experiencing an opioid overdose and facilitate an emergency medical response.

454.3 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members may administer opioid overdose medication in accordance with protocol specified by the licensed health care provider who prescribed the overdose medication for use by the member and (Civil Code § 1714.22; 22 CCR 100019):

- (a) When trained and tested to demonstrate competence following initial instruction.
- (b) When authorized by the medical director of the Local Emergency Medical Services Agency (LEMSA).
- (c) In accordance with California Peace Officer Standards and Training (POST) standards.

454.3.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure the year serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to their Site Administrator.

Any member who administers an opioid overdose medication should contact the Sheriff's Communication Center as soon as possible and request response by EMS. The member shall contact their supervisor as soon as practicable.

454.3.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The supervisor will ensure that the Records Manager is provided enough information to meet applicable state reporting requirements.

454.3.3 OPIOID OVERDOSE MEDICATION TRAINING

The Program Manager should ensure initial and refresher training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100019 and any applicable POST standards (Civil Code § 1714.22).

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Opioid Medical Aid and Response

454.4 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

454.5 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

ROAD CLOSURES

459.1 PURPOSE AND SCOPE

To establish guidelines for the management of prolonged emergency road closures and persons allowed accessibility into closed areas.

459.2 INTRODUCTION

Representatives from local law enforcement and fire agencies have instituted procedures for the establishment and maintenance of prolonged public and private road closures. In addition, an identification card for agricultural employees to gain legitimate access to restricted areas during emergency road closures was also created.

459.3 PROCEDURE

REQUEST FOR CLOSURE:

Requests for road closures shall be made through the watch commander, or the on-scene incident commander. Public roadways in the unincorporated areas are the primary responsibility of the California Highway Patrol. The request shall include:

1. Purpose and degree of closure
2. Identification of the specific roadways required to be closed
3. Suggested locations for the closure(s)
4. Anticipated duration of the closure
5. Location of the incident command post
6. Suggestions for detours when appropriate.

PUBLIC AND PRIVATE ROAD CLOSURES:

After a road has been closed, the department member assigned to the entrance to the closed area shall be responsible for:

1. Controlling the access of all traffic
2. Access to closed areas may be allowed to:
 - a. Residents with proper identification
 - b. Agricultural employees with the Ventura County Agriculture employee card and another valid photo identification
 - c. Members of the media with proper credentials

459.3.1 DOCUMENTATION

The department member assigned to the entrance of the closed or restricted area will be required to maintain records of all those allowed to pass into the area. The records shall

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ROAD CLOSURES

include only those who are granted access based on the exceptions listed above and shall not include emergency vehicles entering the area in response to the specific incident.

459.3.2 REFERENCES

Policy 346, Media Access

California Penal Code, section 409.5

California Vehicle Code, sections 527, 530, and 2812

The Ventura County Agriculture Commission member designated by the commission shall issue cards.

Facial Recognition

461.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the acceptable use of the images, information, and tools within the face recognition system. This policy applies to all sworn and civilian law enforcement personnel who are granted direct access to the face recognition system as well as personnel who are permitted to request face recognition searches. Any outside agency or personnel from an outside agency, requesting face recognition assistance with an investigation, must adhere to this policy.

461.2 BACKGROUND

Facial recognition refers to an automated process of matching face images utilizing algorithms and biometric scanning technologies. The facial recognition system runs searches against a photo database of known individuals that is updated daily. The system is used to identify possible subjects who are part of a criminal investigation.

461.3 FACIAL RECOGNITION OPERATION

Use of the facial recognition system is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) Facial recognition shall only be used for official and legitimate law enforcement business.
- (b) No member of this department shall use the facial recognition system without first completing department approved training.
- (c) Investigative searches shall only be conducted by trained Face Examiners. Face Examiner refers to an individual who has received advanced training in the face recognition system and its features. Examiners have at least a working knowledge of the limitations of face recognition and the ability to use image editing software.
- (d) No employee shall verify a person's identity based solely on possible match results provided by the facial recognition systems.
- (e) Field photographs taken for the purpose of facial recognition shall be booked into evidence or deleted in accordance with relevant department policies and procedures..

461.4 ACCEPTABLE USES OF FACIAL RECOGNITION

Field Identification (mobile searches). Facial recognition may be used on a department issued mobile device as an identification tool by an officer in the field in one of three instances:

- (a) When an individual consents to have his or her photograph taken for the purpose of identification.
- (b) When the officer reasonably believes an individual is concealing his or her true identity and has reasonable suspicion the individual has committed a crime other than concealing his or her identity.

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- (c) When an individual is unable to provide reliable identification due to physical incapacitation or defect, mental incapacitation or defect, or death, and immediate identification is needed to assist the officer in performance of his or her lawful duties.
- (d) Mobile users of facial recognition will adhere to this department's policy on Personal Communication Devices.

Investigative Searches. Face recognition may be used as an investigative tool to identify individuals during a criminal investigation. Investigative searches may be conducted in one of two instances:

- (a) When there is reasonable suspicion that the suspect to be searched has committed a crime.
- (b) When the person to be searched is believed to be a victim or witness of a crime.

Arrest. Face recognition may be used upon the arrest of an individual to identify that individual and/or determine whether he or she has previously been arrested and charged with a crime

461.5 RELEASING FACIAL RECOGNITION DATA TO ALLIED AGENCIES

The Ventura County Sheriff's Office shares photos stored in the facial recognition database with other law enforcement agencies upon the execution of an inter-agency agreement by which each agency agrees:

- (a) Facial recognition data shall be available only to authorized users for legitimate law enforcement purposes.
- (b) Reasonable efforts will be made to ensure the accuracy of its data.
- (c) Audit trails shall be maintained by each agency as defined by their policy.

Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Ventura County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, traffic enforcement, and stolen property recovery.

348.2 ADMINISTRATION OF ALPR DATA

All installations and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Patrol Services Assistant Sheriff. The Patrol Services Assistant Sheriff will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment data.

462.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow other to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department approved training.
- (e) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- (f) Deputies shall visually verify the vehicle's license plate to ensure the LPR read the plate correctly. Additionally, deputies shall confirm the alert/want is still active with Sheriff's Dispatch prior to stopping a vehicle based upon the LPR alert alone.

462.4 ALPR DATA COLLECTION AND RETENTION

All data images gathered by an ALPR are for the official use of the Ventura County Sheriff's Office and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others as permitted by law.

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Automated License Plate Readers (ALPRs)

The Sheriff's Systems Bureau is responsible for ensuring proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

Pursuant to Government Code §34090.6 the ALPR data downloaded to the server shall be stored for a minimum of one year. The ALPR Server will be set to retain the data for five years, unless it is being used in a criminal or civil action. When this occurs the data will be retained until the disposition of the case, even if it exceeds the normal purging schedule. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

462.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Ventura County Sheriff's Office will observe the following safeguards regarding access to and use of the stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Manager and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

Blood Sample Collection – Other than Impaired Driving Investigations

465.1 PURPOSE AND SCOPE

To establish the procedure and define the criteria for obtaining blood samples in situations not involving impaired driving investigations.

465.1.1 INTRODUCTION

Blood samples are taken from subjects in circumstances permitted by law, unless the subject has a medical condition that prevents it, where probable cause exists to support a reasonable belief that their blood would have evidentiary value in a criminal offense. When possible, the blood sample will be obtained with the subject's consent; however, in some instances, the law allows for a blood sample can be taken without the subject's consent. These instances require a search warrant or the existence of specific exigent circumstances beyond the mere fact that alcohol and drugs dissipate from the bloodstream over time.

465.1.2 APPLICATION

The 2013 United States Supreme Court case of Missouri v. McNeely reversed the longstanding interpretation that police could draw blood from a subject driving under the influence without the subject's consent and without a warrant when done within the parameters set forth by the court. The justification was based on the view that there was an exigency created by the evanescent (transitory) nature of alcohol and/or controlled substance in a subject's blood. The McNeely ruling has made it clear that natural dissipation of a drug and alcohol from the bloodstream is **NOT** in and of itself a justification for an exigent circumstance in DUI cases. It is evident that the Supreme Court's rationale in McNeely also applies to violations of Health and Safety Code section 11550 and other regulatory codes where a chemical test is indicated.

Under the law, the two primary justifications for obtaining blood samples without consent are as follows:

- A search warrant has been obtained. California Penal Code Section 1524(a)(13) authorizes the issuance of search warrants for misdemeanor DUI cases. It does not include 11550 H&S violations and other misdemeanor regulatory code violations such as Section 655 of the Harbors and Navigation Code. **It is policy of the Ventura County Sheriff's Office not to seek search warrants for non-DUI misdemeanor violations covered in this policy (including 11550 H&S and Harbors and Navigation Code Section 655(b)).**
- Incident to Lawful Arrest and specific articulable exigent circumstances exist. An exigency does not exist solely because of the short time associated with the natural dissipation of drugs or alcohol in the persons' bloodstream.

IT IS THE POLICY OF THE VENTURA COUNTY SHERIFFS OFFICE TO NOT UTILIZE THE EXIGENT CIRCUMSTANCE EXCEPTION IN 11550 H&S CASES AS WELL AS ALL OTHER NON DUI VIOLATIONS FOR THE PURPOSES OF CONDUCTING FORCE D BLOOD DRAWS.

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Blood Sample Collection – Other than Impaired Driving Investigations

465.1.3 ADDITIONAL PROCEDURES FOR 11550 H&S ARRESTS

To aid in the prosecution of individuals who refuse to provide a blood or urine sample in 11550 H&S cases, the following procedures should be followed whenever possible:

- If a person is arrested for Health and Safety Code section 11550(a) and has refused to submit a urine or blood sample, or fails to submit a urine sample, the deputy shall read to the arrestee the advisement from the Department-issued "Urine/Blood Sample Advisement" card. The advisement and refusal should be audio recorded.
- The arresting deputy, or deputy who established probable cause for the arrest, completed the Peace Officer's Standards and Training (P.O.S.T.) approved Drug Abuse Recognition (D.A.R.) course or the California Highway Patrol/Los Angeles Police Department P.O.S.T. approved Drug Recognition Expert (D.R.E.) course.
- The initial evaluating deputy should complete two D.A.R. or D.R.E. evaluations of the subject. Whenever possible, the second evaluation should be conducted in a controlled environment.
- A third D.A.R. or D.R.E. evaluation should be completed by another D.A.R. or D.R.E. trained deputy who was not involved in the initial contact or arrest of the subject. This evaluation should be done in a controlled environment and not in the field. The second deputy must observe clear, objective symptoms.

If a third evaluation was conducted, both the initial evaluating deputy and the secondary evaluating deputy shall complete the appropriate sections of the Drug Influence Report documenting their observations of drug influence on the subject being evaluated.

465.1.4 HARBOR AND NAVIGATION CODE SECTION 655(b)

- Harbor and Navigation Code section 655(b) makes it unlawful to operate any vessel or manipulate any water skis, aquaplane, or similar device while under the influence of an alcoholic beverage, any drug, or combination of alcoholic beverage and drug. Harbor and Navigation Code section 655(f) makes it unlawful to do so and proximately cause bodily injury to any person other than the operator.
- Harbor and Navigation Code section 655.1(d) Code both state that the arresting officer shall advise the arrestee "that he or she does not have the right to have an attorney present before stating whether he or she will submit to (the test or tests), before deciding which (chemical) test or tests to take, or during the administration of the (chemical) test or tests chosen."
- Harbor and Navigation Code section 655.1(b) states that a peace officer who has lawfully arrested a person in violation of Harbor and Navigation Code section 655, subsections (b), (c), (d), (e), or (f) "may request that person to submit to chemical testing of his or her blood, breath, or urine for the purpose of determining the drug or alcoholic content of the blood."
- Harbor and Navigation Code section 655(h) states that it is a presumption that the operator of a recreational vessel had .08 percent or more, by weight, of alcohol in his or her blood at the time of the chemical test within three hours after the operation of the vessel.

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Blood Sample Collection – Other than Impaired Driving Investigations

- When a subject is arrested for a violation of a regulatory code, and the degree of intoxication/influence may prove to be a vital issue, a blood sample should be obtained whenever possible, especially if the violation is a causal factor or results in injury or death.

Exemptions

- A. Vehicle Code section 23612(b) and Health and Harbor and Navigation Code section 655.1(i) exempt any person who claims to be afflicted with hemophilia from submitting to a blood test.
- B. Vehicle Code section 23612(c) and Harbor and Navigation Code section 655.1(j) exempt any person from submitting to a blood test who claims to be afflicted with a heart condition and is using anticoagulants, or if any other significant medical claims, injuries, or conditions exist which would make the extraction of blood dangerous to the subject's health. The arrestee is not exempt from submitting to a breath and/or urine test.

465.1.5 VICTIMS OF CRIME OR PARTIES IN TRAFFIC COLLISIONS INVOLVING SERIOUS INJURY OR DEATH

If the question of intoxication or drug influence could be raised as an evidentiary factor and another legal justification for obtaining a sample does not exist (e.g., the person is the victim of a crime or a possible suspect but no probable cause exists). Investigators should give consideration to the following:

- A. The victims' or parties' consent shall be obtained prior to obtaining a blood sample. If the victim is unconscious or physically unable to give consent, the deputy may consider obtaining consent from an immediate (adult) family member. The circumstances and statement pertaining to the consent should be witnessed and recorded in the deputy's report.
- B. If the medical facility requires a signed request for a blood specimen, the deputy shall complete the portion of the facility's request form at the direction of the medical facility staff.
- C. The Department's "Blood Sample" kit shall be used. As with all blood kits, it shall be booked into a Department evidence refrigerator as soon as possible and documented on the appropriate body fluids log.

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Blood Sample Collection – Other than Impaired Driving Investigations

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Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC DEPUTY DEPLOYMENT

Several factors are considered in the development of deployment schedules for deputies of the Ventura County Sheriff's Office. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore deputy deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All deputies assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All deputies will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All deputies shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any deputy shall not be used as the sole criterion for evaluating deputy overall performance (Vehicle Code § 41603). The visibility and quality of a deputy's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

Traffic Function and Responsibility

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS

Citations may be issued when a deputy believes it is appropriate. It is essential that deputies fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Deputies should provide the following information at a minimum:

- (a) Explanation of the violation or charge
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Vehicular manslaughter
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs
- (c) Felony or misdemeanor hit-and-run
- (d) Refusal to sign notice to appear
- (e) Any other misdemeanor at the discretion of the deputy, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If a deputy contacts a traffic violator for driving on a suspended or revoked license, the deputy may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the deputy. The deputy shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The deputy will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Traffic Function and Responsibility

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, deputies should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes deputy might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit and in the side box of each sheriff's motorcycle. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored in the vehicle.

A supply of high-visibility vests will be maintained by each assignment location for replacement of damaged or unserviceable vests.

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The Ventura County Sheriff's Office prepares traffic collision reports for contract cities in compliance with the California Highway Patrol Collision Investigation Manual (CIM). The California Highway Patrol is responsible for preparing traffic collision reports in unincorporated areas. However, on a case by case basis and as a public service, the Department may prepare traffic collision reports for the unincorporated communities.

502.2 RESPONSIBILITY

Each patrol station will be responsible for distribution of the CIM. The contract station traffic sergeant or a designated contract station traffic Senior Deputy will receive all changes in the CIM manual and ensure conformity with this policy.

502.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to their station Traffic Bureau for approval and data entry into the Records Management System. In Headquarters Station, all traffic collision reports will be approved by a sergeant.

In contract cities, the traffic sergeant will be responsible for all reports on traffic collision statistics to be forwarded to the Patrol Assistant Sheriff, or other persons as required.

502.4 REPORTING SITUATIONS

TRAFFIC COLLISIONS TO BE DOCUMENTED

- (a) All collisions occurring on highways.
- (b) All collisions occurring on private property that result in:
 - 1. Injury or death
 - 2. Hit and run
 - 3. DUI
 - 4. Damage to public property
- (c) Bicycle collisions occurring on highways.

Note: Injury classifications are defined in the CIM

502.4.1 TRAFFIC COLLISIONS INVOLVING COUNTY VEHICLES

Traffic collision investigation reports shall be taken when a County-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results.

In all cases when a Sheriff's Office vehicle has been involved in a collision, has sustained damage in any manner, and/or has been towed, the operator of the vehicle shall submit a Ventura County Sheriff's Office Vehicle Damage/Tow Report (Form SO-100) with attached photos of the damage to the operator's supervisor prior to the end of the shift on which the incident occurred.

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In cases where injury has rendered the vehicle operator unable to complete the report, the operator's immediate supervisor shall be responsible for the report and photos.

The report shall be submitted to the involved department member's bureau commander for review after the station/unit captain has reviewed and initialed the report.

The original Vehicle Damage/Tow Report shall then be forwarded to the Professional Standards Bureau for review by the Collision Review Committee.

The Professional Standards Bureau staff shall deliver one copy to the Sheriff's Business Office and fax a copy to General Services Agency Risk Management and Fleet Services Administration.

East County Administration shall additionally forward to the east county garage a copy of any report relating to a vehicle assigned to that bureau.

In any case where the vehicle damage is the result of a crime, a crime report shall be completed in addition to the Vehicle Damage/Tow Report.

ON-SCENE COLLISION INVESTIGATION AND REPORTING

When a collision involving a department vehicle results in injury, death, or damage to property other than the department vehicle, an investigation shall be conducted and a Traffic Collision Report shall be completed in addition to the Vehicle Damage/Tow Report.

If the collision occurs in a location outside the Department's jurisdiction, the watch commander may request that an investigation be conducted by the law enforcement agency having geographical jurisdiction. In any event where the requested agency is unable to conduct the investigation, the nearest department traffic bureau will be responsible for the traffic collision report.

Requests for investigations will be made by the watch commander as follows:

Unincorporated county area "" California Highway Patrol.

Incorporated city having a municipal police department "" local police department.

City that contracts for law enforcement services from the Department:

In the incorporated cities that contract law enforcement services from the Department, a qualified traffic collision investigator will conduct the investigation of all collisions which result in major property damage, injury or death.

For those collisions that do not result in injury or which only result in minor property damage, any patrol deputy or trained traffic collision report writer may conduct the investigation.

Nothing in this policy prevents a department manager or a traffic bureau supervisor from requesting another law enforcement agency, including the California Highway Patrol, to lead or assist in the investigation of a fatal or serious injury accident involving a department vehicle within the geographical jurisdiction of a contract city.

502.4.2 TRAFFIC COLLISIONS WITH SHERIFF'S OFFICE EMPLOYEES

When an employee of this department is involved in a traffic collision on-duty, within the jurisdiction of the Ventura County Sheriff's Office, resulting in a serious injury or fatality, the watch commander, may request the California Highway Patrol for investigative assistance.

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The term serious injury is defined as any injury that may result in a fatality.

502.4.3 TRAFFIC COLLISIONS WITH OTHER COUNTY EMPLOYEES OR OFFICIALS

The traffic sergeant or on-duty watch commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any county official or employee where a serious injury or fatality has occurred.

502.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the CIM, traffic collision reports are not required for traffic collisions occurring on private property, unless there is a death or injury to any person involved, D.U.I or a hit and run violation.

An incident report may be taken at the discretion of any supervisor.

502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken in the jurisdiction of all contract cities when a collision occurs on a highway.

502.5 NOTIFICATION OF TRAFFIC UNIT SUPERVISION

In the event of a serious injury or death related traffic collision, the watch commander shall notify the appropriate station traffic sergeant and station captain to relate the circumstances of the traffic collision and seek assistance. In the absence of a traffic sergeant, the watch commander or any supervisor may assign a traffic investigator to investigate the traffic collision.

Vehicle Towing and Release

510.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Ventura County Sheriff's Office. Nothing in this policy shall require the [Department/Office] to tow a vehicle.

510.2 STORAGE AND IMPOUNDS

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

510.2.1 VEHICLE STORAGE REPORT

[Department/Office] members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator and the original shall be submitted to the Records Bureau as soon as practicable after the vehicle is stored.

510.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the deputy shall have the driver select a towing company, if possible. The tow company the driver selects must be able to respond in a timely manner. The deputy shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in Sheriff's Communication Center (SCC).

If the owner is incapacitated, or for any reason it is necessary for the Office to assume responsibility for a vehicle involved in a collision, the deputy shall request the dispatcher to call a towing company listed on the rotation tow list. The deputy will then store the vehicle using a CHP Form 180.

510.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high crime area).

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The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases the owner shall be informed that the [Department/Office] will not be responsible for theft or damages.

510.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the deputy shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The deputy shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the deputy shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle can not be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

510.2.5 DRIVING A NON-COUNTY VEHICLE

Vehicles which have been towed, stored, or impounded by or at the direction of the Office Department should not be driven by sheriff's personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

510.2.6 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The deputy shall be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the next firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the following firm is called on the next request.

510.2.7 RECORDS BUREAU RESPONSIBILITY

Records personnel shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System and return the form to the Watch Commander for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved storage forms shall be promptly placed into the auto-file so that the year is immediately available for release or review should inquiries be made.

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Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the Records Bureau to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice shall be sent to all such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

- (a) The name, address, and telephone number of this [Department/Office].
- (b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.
- (c) The authority and purpose for the removal of the vehicle.
- (d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

510.3 TOWING SERVICES

The County of Ventura utilizes a rotation list for selection of towing services. The towing services selected from the rotation list is based on location of request and equipment requested. Towing services will be used in the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

510.4 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in sheriff's custody, to provide for the safety of deputies, and to protect the [Department/Office] against fraudulent claims of lost, stolen, or damaged property.

510.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, deputies should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) which are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

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510.6 RELEASE OF VEHICLE

The [Department/Office] will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

- (a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (b) Vehicles removed that require payment of parking fines or proof of valid driver's license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:
 - 1. The vehicle was stolen.
 - 2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
 - 3. Any other circumstance as set forth in Vehicle Code § 14602.6.
 - 4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

Vehicle Impound Hearings

512.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

512.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Ventura County Sheriff's Office, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/ her agent (Vehicle Code §§ 22650(a) and 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding week ends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

512.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Traffic Sergeant will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of a nd satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code § 14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code § 14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

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Vehicle Impound Hearings

- (a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.
 - 1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.
- (b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).
- (c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the appropriate Assistant Sheriff. The hearing officer will recommend to the appropriate Assistant Sheriff that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

Impaired Driving and Evidence Collection

514.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

514.2 POLICY

The Ventura County Sheriff's Office is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

514.3 INVESTIGATIONS

Deputies should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All deputies are expected to enforce these laws with due diligence.

The Ventura County Sheriff's Office will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating deputies in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form should be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations. Additionally, obtain statements from the vehicle's occupants regarding drug and alcohol usage and who the driver was. Deputies need to try and positively identify the suspect driver.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in California or another jurisdiction.

514.4 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

- (a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

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- (b) The person is under 21 years of age and is arrested by a deputy having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).
- (c) The person is under 21 years of age and detained by a deputy having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).
- (d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

514.4.1 CHOICE OF TESTS

Deputies shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g. breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the deputy shall advise the person that he/she has that choice. Deputies are required to give the listed advisement regardless of whether the deputy suspects the person to be under the influence of alcohol, drugs or a combination of both. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the deputy may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

In the event the person submits to a blood test where he/she is suspected of being under the influence of a drug or the combined influence of alcohol and any drug, two vacutainers of blood are necessary to complete confirmatory tests. The deputy shall make every reasonable effort to obtain two vacutainers of blood from the medical staff and properly book the evidence into a refrigerated evidence locker. (VCSO Training Bulletin 2013-04) These two samples are in addition to the sample collected for alternate testing per the arrestee's request.

514.4.2 BREATH SAMPLES

The Traffic Sergeant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Sergeant.

When the arrested person chooses a breath test, the handling deputy shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614). Deputies shall observe the person 15 minutes prior to administering a breath test.

The deputy should also require the person to submit to a blood test if the deputy has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an

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alcoholic beverage and any drug. Evidence of the deputy's belief shall be included in the deputy's report (Vehicle Code § 23612(a)(2)(C)).

514.4.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task.

Deputies should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

514.4.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit. Urine tests should only be utilized if a person is a hemophiliac or unable to give blood.

Urine samples shall be collected and witnessed by a deputy or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)). Per Title 17, a person is to provide a "void" sample prior to giving an evidentiary urine sample.

The collection kit shall be marked with the person's name, offense, Ventura County Sheriff's Office case number and the name of the witnessing deputy. The collection kit should be refrigerated pending transportation for testing.

514.4.5 STATUTORY NOTIFICATIONS

Deputies requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

514.4.6 PRELIMINARY ALCOHOL SCREENING

Deputies may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The deputy shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The deputy shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

514.4.7 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If a deputy lawfully detains a person under 21 years of age who is driving a motor vehicle and the deputy has reasonable cause to believe that the person has a blood alcohol content of

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0.01 or more, the deputy shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the deputy may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the deputy shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

514.5 REFUSALS

When an arrestee refuses to provide a viable chemical sample, deputies should:

- (a) Advise the person of the requirement to provide a sample (Vehicle Code § 23612).
- (b) Audio- and/or video-record the admonishment when it is practicable.
- (c) Document the refusal in the appropriate report.

Upon refusal to submit to a chemical test as required by law, deputies shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

514.5.1 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained (Penal Code § 1524).
- (b) The deputy can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to a non-accident investigation or medical treatment of the person.

ANY JUSTIFICATION FOR AN EXIGENCY PROMPTING A WARRANTLESS FORCIBLE BLOOD DRAW FROM AN INDIVIDUAL ARRESTED FOR DUI SHALL BE PRE-APPROVED BY THE PATROL WATCH COMMANDER.

514.5.2 OBTAINING SEARCH WARRANTS FOR NON-CONSENSUAL BLOOD DRAWS

All requests to seek a search warrant for a forced blood draw shall be approved by the on-duty watch commander. If the watch commander approves the request, the deputy shall seek the warrant via the electronic search warrant process. Additionally, the deputy shall verbally provide the specific facts establishing probable cause to either the watch commander or patrol supervisor. The watch commander or patrol supervisor must concur that probable cause exists prior to submitting the warrant affidavit for judicial review.

Please note that the DUI search warrant process is the only search warrant procedure that **does not** include a review of the warrant application by a deputy district attorney prior to being delivered to a judge.

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The Ventura County District Attorney's Office has developed a search warrant template for this process (linked below/posted on the Sheriff's Intranet Forms Section under Patrol Services).

http://sheriff1/shfweb2/documents/forms/PS_Felony_DUI_Search_Warrant.docx

514.5.3 PROCEDURES WHEN OBTAINING FORCED BLOOD SAMPLES

If a person indicates by word or action that he/she will physically resist a blood draw, the deputy shall request a supervisor to respond. The responding supervisor should:

- Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy) and attempt to persuade the person to submit to such a sample without physical resistance. This dialogue should be recorded on audio if practicable.
- Ensure that the withdrawal is taken in a medically approved manner.
- Ensure the forced withdrawal is recorded on audio and/or video when practicable.
- Monitor and ensure that the type and level of force applied is reasonable under the circumstances:
 - (a) Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - (b) In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - (c) In felony cases, force which reasonably appears necessary to overcome the resistance to the blood being withdrawn may be permitted. Ensure the use of force and methods used to accomplish the blood sample draw are documented in the related report. If a supervisor is unavailable, deputies are expected to use sound judgment and perform as a responding supervisor, as set forth above.

514.5.4 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, deputies shall personally serve the notice of order of suspension upon the arrestee and take possession of any state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

514.6 ARREST AND INVESTIGATION

514.6.1 WARRANTLESS ARREST

In addition to the arrest authority granted to deputies pursuant to Penal Code § 836, a deputy may make a warrantless arrest of a person that the deputy has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

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- (a) The person is involved in a traffic accident.
- (b) The person is observed in or about a vehicle that is obstructing the roadway.
- (c) The person will not be apprehended unless immediately arrested.
- (d) The person may cause injury to him/herself or damage property unless immediately arrested.
- (e) The person may destroy or conceal evidence of a crime unless immediately arrested.

514.6.2 DEPUTY RESPONSIBILITIES

The deputy serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

- (a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Department of Motor Vehicles (DMV).
- (b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.
- (c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

Traffic Citations

516.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

516.2 RESPONSIBILITIES

The traffic sergeants shall be responsible for the development and design of all department traffic citations in compliance with state law and the Judicial Council.

516.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the station captain or designee. The request shall be submitted via a Traffic Citation Dismissal Request Form (http://sheriff1/shfweb2/documents/FORMS/PM_Traffic_memo.pdf)

Upon a review of the circumstances involving the issuance of the traffic citation, the patrol station captain or designee may recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should a deputy determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the deputy may request the court to dismiss the citation.

516.4 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the deputy issuing the citation shall submit the citation along with a notice of correction form. The citation and notice of correction form shall then be forwarded to the traffic bureau supervisor or appropriate designee. The traffic bureau supervisor or designee shall forward the citation and notice of correction to the court having jurisdiction and to the recipient of the citation.

516.5 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

516.5.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels:

- (a) Administrative reviews are conducted by the traffic bureau or designated station supervisor who will review written/documentary data. Requests for administrative reviews are available at the front desk of each station. These requests are informal written statements outlining why the notice of parking violation should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.

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- (b) If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments, and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.
- (c) If the appellant wishes to pursue the matter beyond an administrative hearing, a Superior Court review may be presented in person by the appellant after an application for review and designated filing fees have been paid to The Superior Court of California.

516.5.2 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

- (a) Requests for an administrative review must be postmarked within 21 calendar days of issuance of the notice of parking violation, or within 14 calendar days of the mailing of the Notice of Delinquent Parking (Violation Vehicle Code § 40215(a)).
- (b) Requests for administrative hearings must be made no later than 21 calendar days following the notification mailing of the results of the administrative review (Vehicle Code § 40215(b)).
- (c) An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to Vehicle Code § 40200 - 40225. The person requesting the hearing may request one continuance, not to exceed 21 calendar days (Vehicle Code § 40215).
- (d) Registered owners of vehicles may transfer responsibility for the violation via timely affidavit of non-liability when the vehicle has been transferred, rented or under certain other circumstances (Vehicle Code § 40209 and Vehicle Code § 40210).

516.5.3 COSTS

- (a) There is no cost for an administrative review.
- (b) Appellants must pay the full amount due for the citation, or provide satisfactory proof of their inability to pay, before receiving an administrative hearing.
- (c) An appeal through Superior Court requires prior payment of filing costs including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Superior Court.

516.6 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

Disabled Vehicles

520.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

520.2 RESPONSIBILITY

When an on-duty deputy observes a disabled vehicle on the roadway, the deputy should make a reasonable effort to provide assistance. If that deputy is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available field unit, or notify the agency with primary jurisdictional traffic responsibility, of the need for assistance as soon as practical.

520.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

520.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

520.3.2 EXPENSES

When providing assistance, department personnel shall not cause the department or the County of Ventura to incur any extraneous expenses, such as providing fuel or mechanical supplies.

520.4 PUBLIC ACCESS TO THIS POLICY

This written policy is available upon request.

72-Hour Parking Violations

524.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the applicable county or city ordinances regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code §§ 22652.6 and 22669.

524.2 MARKING VEHICLES

Vehicles suspected of being in violation of the respective 72-hour parking ordinance shall be marked and noted on an "Unattended Vehicle" notice. No case number is required at this time.

A visible chalk mark should be placed on the left rear tire tread at the fender level unless missing tires or other vehicle conditions prevent marking. Any deviation in markings shall be noted on the "Unattended Vehicle" notice. The investigating employee should make a good faith effort to notify the owner of any vehicle subject to towing prior to having the vehicle removed. This may be accomplished by personal contact, telephone or by leaving notice attached to the vehicle at least 24 hours prior to removal.

All "Unattended Vehicle" notices shall be kept on file at the station with jurisdiction over the area.

Parking citations for the 72-hour parking ordinance shall not be issued when the vehicle is stored for the 72-hour parking violation.

524.2.1 MARKED VEHICLE FILE

The station traffic bureau, or other designated personnel, shall be responsible for maintaining a file for all "Unattended Vehicle" notices.

Designated personnel shall be responsible for the follow up investigation of all 72-hour parking violations noted on the "Unattended Vehicle" notices.

524.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report (CHP form 180) shall be completed by the deputy authorizing the storage of the vehicle.

The storage report form shall be submitted to the Records Bureau immediately following the storage of the vehicle. It shall be the responsibility of the Records Bureau to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the station with jurisdiction to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

Administrative Per Se Law (APS)

526.1 PURPOSE AND SCOPE

This policy provides for the immediate suspension of California driver's licenses in certain driving under the influence (DUI) cases and in zero tolerance incidents. Vehicle Code §§ 13382 (a) and (b), and 13388 (b) require that peace officers immediately suspend driving privileges in certain situations involving arrests for Vehicle Code §§ 23152 and 23153. This policy also describes the policy dealing with zero tolerance laws.

526.2 SUSPENSION OF CALIFORNIA DRIVER'S LICENSES

The driver's license of a person suspected of driving under the influence of alcohol, shall immediately be suspended under any of the following circumstances:

- (a) The arrestee refuses to submit to a chemical test
- (b) The arrestee fails to complete the selected test
- (c) The arrestee declines a breath test and demands a blood or urine test, and, the arresting deputy has reasonable cause to believe that the arrestee's blood alcohol content (BAC) will exceed the .08-percent level
- (d) The arrestee completes the breath tests which show a BAC of .08-percent or higher

526.2.1 ZERO TOLERANCE LAW

Vehicle Code §§ 23136 & 23140 were enacted to reduce alcohol related incidents by persons under the age of 21-years. A person under 21-years of age may have his or her license suspended under the following circumstances:

- (a) When suspected of consuming alcohol and refusing a PAS test
- (b) Who has a blood-alcohol level of .01-percent or greater

Zero tolerance requires a Preliminary Alcohol Screening (PAS) device as the primary test. If the device is not available, one of the other chemical tests must be completed. Under zero tolerance, only the PAS device result is required. If, based on the PAS results, the driver's blood alcohol reading warrants arrest and further chemical testing, the Department of Motor Vehicles does not require completion of the chemical test section of the DS367m form. Once the PAS certification is complete, the zero tolerance requirement has been met.

526.3 PEACE OFFICER'S RESPONSIBILITY

In any of the above situations, the peace officer, acting on behalf of the Department of Motor Vehicles, shall do the following:

- (a) Confiscate any California driver's license(s) in the possession of the driver. If the subject has an Admin Per Se (APS) temporary license document, do not confiscate.
- (b) Complete and serve the Administrative Per Se Order of Suspension (DMV form DS367, DS367m or DS367s - Officer's Statement and Order of Suspension), 4th page on the driver, regardless of license status.
- (c) The deputy will inform the driver that the "Administrative Per Se Order of Suspension", form DS367, DS367m or DS367s' along with his/her violator's notice to appear (except Zero Tolerance) or other release from custody document, will serve as the driver's temporary license. If the driver's privilege to drive is suspended or revoked, the

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order will not be a valid temporary license. If the subject presents an Admin Per Se suspension order/temporary license, do not confiscate the order but do issue another order pursuant to the current DUI arrest.

526.4 DEPARTMENT OF MOTOR VEHICLES NOTIFICATION

The following specified items must be forwarded to the Department of Motor Vehicles within five regular business days:

- (a) Officer's Statement form DS367 or DS367m (Minor) or DS367s (Spanish)
- (b) Order of Suspension (form DS367, DS367m or DS367s, pages 2 and 3)
- (c) Copy of the printout of the breath test (if taken)
- (d) Traffic collision report if applicable
- (e) The offender's driver's license

526.5 PROCESSING OF FORMS

In order to ensure that the Department of Motor Vehicles and Department forms are routed properly, the following responsibilities are identified:

526.5.1 SUPERVISORY APPROVAL

The supervisor responsible for approving reports, shall collect the documents described in Policy Manual § 526.4, review for completeness (dates, times, signatures, etc.) and forward the originals of the documents to the Records Bureau.

526.5.2 RECORDS BUREAU RESPONSIBILITY

Copies of documents required by DMV are to be made for the department files and the originals are then to be forwarded to the Department of Motor Vehicles.

If the Department of Motor Vehicles should return form DS367, DS367m or DS367s for corrections, the Records Bureau must notify the deputy who made the arrest of the needed corrections. The deputy shall make the corrections by lining out the incorrect information with a single line and initialing above the corrected area, including the date the correction was made. White out and strikeouts are not acceptable forms of correction. The form(s) shall then be returned to the Records Bureau to be returned to the Department of Motor Vehicles.

526.5.3 PROPERTY ROOM PERSONNEL RESPONSIBILITY

It is the responsibility of the property room personnel to promptly deliver physiological specimens to the designated crime lab as soon as possible after receipt to ensure that the above time requirements are met.

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Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

When assigned to a case for initial or follow-up investigation, detectives shall proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to a prosecutor for filing of criminal charges.

600.2 MODIFICATION OF CHARGES FILED

Employees of the Ventura County Sheriff's Office are required to receive approval of an assistant sheriff or his designee to request that a district attorney, or any other court official, alter or dismiss pending charges that have been filed with any federal or state court.

600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Any custodial interrogation of a person who is suspected of having committed any violent felony offense should be electronically recorded (audio/video or both as available) in its entirety as otherwise allowed by law. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Deputies should also consider electronically recording a custodial interrogation, or any investigative interview, for any other offense when the deputy reasonably believes it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the District Attorney and the Detective Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for a authorized and legitimate law enforcement purposes.

Deputies should not allow the recording to take the place of a thorough report and investigative interviews and should continue to obtain written statements from suspects when applicable.

600.4 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Special Services Assistant Sheriff is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

- (a) Security procedures are developed to protect information gathered through the use of the technology.
- (b) A usage and privacy policy is developed that includes:
 - 1. The purposes for which using cellular communications interception technology and collecting information is authorized.
 - 2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
 - 3. Training requirements necessary for those authorized employees.

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4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
5. Process and time period system audits.
6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

Sexual Assault Investigations

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

602.2 INVESTIGATION CONSIDERATIONS

602.2.1 VICTIM CONFIDENTIALITY

Deputies investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his or her name will become a matter of public record unless the victim requests their name not be made public in compliance with Penal Code 293 § (a) and (b).

The reporting deputy shall document in a report that the victim was properly informed with regard to 293 PC. The deputy shall also include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code 293 § (a) and (b)).

- (a) Except as authorized by law, members of this department shall not publicly disclose the name or address of any victim of a sex crime who has exercised his or her right to confidentiality (Penal Code § 293 (c) and (d)).

602.2.2 OFFICER RESPONSIBILITY

Whenever there is an alleged violation of Penal Code §§ 243(e), 261, 261.5, 262, 273.5, 286, 288a, or 289, the investigating deputy shall ensure the following occurs:

- (a) The victim shall be provided with the "Victims of Domestic Violence" card containing the names and locations of sexual assault counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2(a)).
- (b) The investigating deputy shall immediately cause the local sexual assault counseling center to be notified if a victim is transported to a hospital for any evidentiary medical or physical examination (Penal Code § 264.2(b)(1)).
 - 1. Prior to any such examination, the investigating deputy shall ensure the victim has been properly informed of his or her right to have a sexual assault counselor and at least one other support person present during the examination (Penal Code § 264.2(b)(2)).
 - 2. A deputy or the medical provider may exclude a support person from the examination if his or her presence would be detrimental to the purpose of the examination (Penal Code § 264.2(b)(4)).

602.3 TESTING OF SEXUAL ASSAULT EVIDENCE

- (a) Subject to available resources and other law enforcement considerations which may affect the ability to process and analyze rape kits or other sexual assault victim evidence and other crime scene evidence, any member of this department assigned to investigate a sexual assault offense (Penal Code §§ 261, 261.5, 262, 286, 288a or 289) shall take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g).
- (b) In order to maximize the effectiveness of such testing and identifying the perpetrator of any sexual assault, the investigating deputy shall further ensure that the results of any such test have been timely entered into and checked against both the Department of Justice Cal-DNA database and the Combined DNA Index System (CODIS).
- (c) If DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue is not going to be analyzed within two years of the crime, the investigating deputy shall notify the victim of such fact in writing within no less than 60 days prior to the expiration of the two-year period (Penal Code § 680(d)).

602.4 VICTIM NOTIFICATION OF DNA STATUS

- (a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, the investigating deputy may inform the victim of the status of DNA testing of any evidence from the victim's case.
 - 1. Absent a written request, no member of this department is required to, but may, communicate with the victim or victim's designee regarding the status of any DNA testing.
 - 2. Although such information may be communicated orally to the victim or the victim's designee, the investigating deputy shall request and retain either written or electronic mail confirming the disclosure regarding the status of DNA evidence took place.
 - 3. In the event the victim fails to provide written or electronic confirmation of this conversation, the investigating deputy shall make a note in the case file of the date and time he or she spoke with the victim and a brief description of the information that was exchanged.
- (b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims have the following rights:
 - 1. To be informed whether or not a DNA profile of their assailant was obtained from crime scene evidence or testing of the rape kit by crime lab personnel.
 - 2. To be informed whether or not the DNA profile of the assailant developed from the evidence has been entered into the Department of Justice Data Bank of case evidence.

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3. To be informed whether or not there is a match between the DNA profile of the assailant developed from evidence and a DNA profile contained in the Department of Justice Convicted Offender DNA Database, providing this disclosure would not impede or compromise an ongoing investigation.
- (c) Upon request, any sexual assault victim or the victim's designee shall be advised of any known significant changes regarding the victim's case, provided the victim or the victim's designee has furnished the investigating deputy with a current address, telephone number or email address.
1. Although such information may be communicated orally to the victim or the victim's designee, the investigating deputy shall request and retain either written or electronic mail confirming the disclosure regarding the status of DNA evidence took place.
 2. In the event the victim fails to provide written or electronic confirmation of this conversation, the investigating deputy shall make a note in the case file of the date and time he or she spoke with the victim and a brief description of the information that was exchanged.
- (d) Deputies shall not be required or expected to release any information that might impede or compromise an ongoing investigation.

602.5 DESTRUCTION OF EVIDENCE

Any destruction of evidence related to a sexual assault shall occur only after victim notification is made as required pursuant to Penal Code § 680 and only in compliance with the Property and Evidence Policy #804.

602.6 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to the Communications Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview with the victim may be done before or after the medical and forensic examinations have been completed. The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinions of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy #336.

602.6.1 VICTIM RIGHTS

Whenever there is an alleged sexual assault the assigned deputy shall accomplish the following:

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- (a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any other rights of a sexual assault victim pursuant to Penal Code § 680.2 and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).
- (b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the deputy shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).
 - 1. The deputy shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 697.04).
 - 2. A support person may be excluded from the examination by the deputy or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

602.6.2 VICTIM CONFIDENTIALITY

Deputies investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting deputy shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

Except as authorized by law, members of this [department/office] shall not publicly disclose the name of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293).

602.7 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for processing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

602.7.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). Generally, rape kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

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In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned deputy shall ensure that an information profile for the sexual assault kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned deputy determines that a kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the deputy shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned deputy shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned deputy shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680(d)).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

602.7.2 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

- (a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases may inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).
 - 1. Although such information may be communicated orally, the assigned deputy should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
 - 2. Absent a written request, no member of this [department/office] is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.
- (b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):
 - 1. To be informed if a DNA profile of the assailant was obtained from the testing of the rape kit or other crime scene evidence from their case.
 - 2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
 - 3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.

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Sexual Assault Investigations

- (c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned deputy informed with regard to current address, telephone number and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).
 - 1. Although such information may be communicated orally, the assigned deputy should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
 - 2. No deputy shall be required or expected to release any information which might impede or compromise any ongoing investigation.

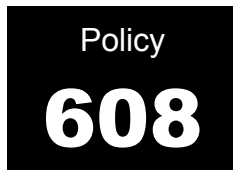
602.7.3 DESTRUCTION OF EVIDENCE

Any destruction of evidence related to a sexual assault shall occur only after victim notification is made as required pursuant to Penal Code § 680 and only in compliance with the Property and Evidence Policy #804.

602.8 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Bureau supervisor.

Classification of a sexual assault case as unfounded requires the Detective Bureau supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.



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Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

- (a) When any member damages real or personal property in the performance of their duties the member shall report it promptly to a supervisor in writing.
- (b) Employees shall be responsible for the proper care, maintenance and serviceable condition of County property under their care. The loss of, damage to, or unserviceable condition of any County property shall be promptly reported to a supervisor.
- (c) Employees shall be personally responsible for the badge, cap piece, identification card and access cards issued to them. Members shall not permit any other person to borrow or use the items. Loss of such items shall be reported immediately to the member's supervisor and to the Human Resources Bureau in writing, setting forth the circumstances leading to such loss.
- (d) Employees who are suspended, resign or separated from the Department for any reason, shall surrender to the Human Resources Bureau, the Professional Standards Bureau or to their supervisor, all the property belonging to the County including any evidence or property entrusted to them for safekeeping.
- (e) Employees shall exercise utmost care in the handling of firearms, weapons, chemical agents and explosives. All loaded firearms not considered to be evidence shall be immediately unloaded. Firearms seized as evidence shall be handled in accordance with evidentiary procedures for loaded weapons.
- (f) Employees shall not appropriate any County property for personal use. Members who have any person(s) under arrest or detention shall be responsible for the proper safeguarding of such person(s) and their property.
- (g) Employees shall not fabricate, withhold, tamper with or destroy evidence of any kind.
- (h) Employees who come into possession of any monies or other property shall deliver it to the proper custodian. A report shall be made of the transaction.

700.2.1 ISSUED EQUIPMENT - LOST OR STOLEN REPORTING PROCEDURES

Any Ventura County Sheriff's Office badge or I.D. card as well as any issued piece of equipment is the property of the Department. When any badge or piece of equipment is lost or stolen the responsible employee shall complete the appropriate report. If the responsible employee is a general member of the department, he shall seek assistance from a sworn member within his bureau or division. If the loss or theft has occurred in another jurisdiction the member shall report the loss or theft to the local police agency and obtain a report number from them.

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700.2.2 PROCEDURE

The badge number or equipment serial number (if applicable) shall be entered into the State APS and NCIC as lost or stolen property. I.D. Cards or other items that will be reproduced cannot be entered into the computer as lost or stolen.

In addition to a police report, the employee shall complete a memorandum to Sheriff's Human Resources outlining the loss or theft and ask for a replacement. This memorandum and a copy of the police report will be placed in the employee's personnel file.

The employee will then report to Sheriff's Human Resources at his earliest convenience. A replacement badge, I.D. card or equipment will be re-issued. All badges are issued in sets. If only one badge is lost the employee will bring the remaining badge to human resources where a replacement set of matching badges will be issued. Sworn members must have matching badge numbers. A new "employee Identification" card will be created by Sheriff's Human Resources showing the new badge number. A replacement badge with a specific number will not be ordered for a lost or stolen badge nor will badges be refurbished. If the lost or stolen badge or equipment is recovered and is returned to Sheriff's Human Resources it can be re-issued upon request of the employee after being removed from the APS computer.

If a weapon is lost or stolen Sheriff's Human Resources will authorize a replacement weapon to be issued at the Training Center - Range Facility.

The loss or theft of any unidentifiable (no serial number) equipment will require only a memo submitted to Sheriff's Human Resources detailing the loss. If it is determined that negligence was the cause of the loss, discipline may be imposed per the policy on "Conduct and Ethics".

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the County's General Claim form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct the memo to the appropriate Assistant Sheriff via channels, which shall include the results of his investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Sheriff or his designee who will then forward the claim to the Sheriff's Business Office.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

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700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Deputies and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the County, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Sheriff via channels.

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of department-issued mobile phones and personal communication devices, and the on-duty use of such devices personally-owned by personnel.

Because of technical advances and varying manufacturer nomenclature, this policy will generically refer to all personal communication devices (PCD) as such, but is intended to include all mobile phones, personal digital assistants (PDA), and other such wireless two-way communication and/ or portable Internet access devices.

702.1.1 PRIVACY POLICY

Any employee utilizing any computer, Internet service, phone service or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such service.

702.2 DEPARTMENTALLY ISSUED PCD

Depending on an employee's assignment and needs of the position, the Department may, at its discretion, issue a PCD. Such devices shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without reason.

REPLACEMENT OF CELLULAR TELEPHONES

All requests for replacement cellular telephones and equipment should be submitted by e-mail to the Professional Standards Management Assistant. This document must contain an approval from the appropriate manager and indicate the budget unit to be charged to.

For cell phones and equipment provided by contract cities, contact the appropriate contract city representative.

ADDITIONAL CELLULAR TELEPHONES

All requests for additional or new cellular telephones shall be submitted by email to the Professional Standards Management Assistant. This document must contain an approval from the respective Assistant Sheriff or designee and indicate the budget unit to be charged.

ASSIGNMENT, CONTROL AND AUDIT

The Professional Standards Management Assistant will be responsible for the assignment, control and audit of the Department's cellular telephones. A database will be maintained on all department-owned and/or leased cellular telephones. An annual audit will be conducted to verify both the assignment location and the continued need for the cellular telephone.

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Personal Communication Devices

REVIEW AND PROCESSING OF CELLULAR TELEPHONE BILLS

- a) The Sheriff's Business Office shall be responsible for the distribution of cellular telephone bills to the appropriate divisions and shall maintain a file of all cellular telephone bills after they are reviewed and signed per the policy set forth below.
- b) The bills will then be distributed to the employee(s) assigned to the cellular telephone. If the phone is not assigned to an individual, the billing will be distributed to the supervisor of the unit to which it is assigned.
- c) The individual to whom the cellular telephone is assigned (or unit supervisor if unassigned) will review the cellular telephone bill for correctness and possible fraud through cloning. The reviewing person must date and sign the billing and if any problems are identified attach the appropriate memorandum and/or crime report(s). Additionally, fraudulent calls shall be identified on the billing by circling and noting them with the letter "F" in the margin.
- d) The Business Office shall establish a review system to ensure that all bills are returned from the divisions.
- e) Each division will assign a manager to conduct periodic reviews of cellular telephone bills for possible fraud and/or misuse.

Employees are responsible for reimbursing the County for personal calls at a payback rate established by the Department. The current reimbursement rate for Sheriff's employees making personal calls within the United States on department issued cellular phones is six (6) cents per minute. Employees shall then attach either a personal check made payable to the County of Ventura or U.S. currency for the amount of their personal telephone calls, and return to the appropriate Department representative.

LOST, STOLEN OR CLONED CELLULAR TELEPHONES

- a) Employees shall immediately report a lost or stolen cellular telephone to their immediate supervisor and then to the Professional Standards Management Assistant, who will then contact the service provider and cancel the service for that particular cellular telephone. After an approval has been received by the Professional Standards Management Assistant and from the captain of the affected bureau or unit, a new cellular telephone will be issued.
- b) Stolen or lost cellular telephones require the user to complete the appropriate crime or lost property report. Copies of the report(s) shall be forwarded to the Professional Standards Management Assistant along with a replacement request.

702.2.1 USE OF PERSONAL COMMUNICATION DEVICES

Patrol personnel shall limit the use of cell phones in order to minimize the disruptive impact on their work performance and avoid any negative public perception.

Department members possessing a personal cell phone while on duty shall adhere to the following:

Carrying personal cell phones or other personal communication devices will be at the member's own expense. The department will not reimburse for damage or loss of cell phones unless it can be demonstrated that the damage or loss occurred while being used to conduct county business and the county issued phone was not available. Personal cell phones shall be kept in vibrate mode.

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- a) PCD's may not be used to conduct personal business while on duty except when brief personal communications may be warranted by the circumstances (e.g. inform family of extended hours).
- b) Extended or frequent use of department-issued PCDs or personally owned PCDs while on duty for personal use is prohibited and may be subject to discipline.
- c) Members shall not text message while driving under any circumstances.
- d) Members shall not install or maintain any applications on PCDs which would allow access to any criminal justice information or evidence (iCop, iShot, etc).

USE OF DEPARTMENT ISSUED CELL PHONES

- a) Patrol members should carry the department issued cell phones on their person.
- b) Members while driving should restrict the use of cell phones to matters of urgent nature. When practical, members should stop their vehicle at a safe and appropriate location to complete their call. To ensure optimum safety, the "hands free" feature of the cell should be used anytime a member is driving and using a cell phone.
- c) Uniformed members shall not use any blue-tooth or headset device.
- d) Members shall not text message while driving under any circumstances.
- e) Patrol members are reminded to place their department issued cell phones on vibrate mode during incidents in which an audible cell phone would be detrimental to officer safety.
- f) Employees shall be responsible for reimbursing the County of Ventura for any charges incurred as a result of personal use.

702.2.2 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and presents a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices while driving to matters of an urgent nature and should, where practical, stop the vehicle at an appropriate location to complete their call.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use cellular phones or other personal communication devices while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business related calls or calls of an urgent nature.

702.2.3 OFFICIAL USE

The use of personal communication devices may be appropriate during the following situations:

- a) Barricaded suspects.
- b) Hostage situations.
- c) Mobile Command Post.
- d) Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
- e) Major political/community events.

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- f) Investigative stakeouts where regular phone usage is not practical.
- g) Emergency contact with outside agency outside agency field unit equipped with PCDs.
- h) When immediate communication is needed and the use of the radio is not appropriate and other means are not readily available.

Vehicle Maintenance

704.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation (GSA Fleet Services Form GSA 87-000014) shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The GSA form and vehicle shall be promptly forwarded to vehicle maintenance for repair.

704.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES

Deputies should inspect the patrol vehicle at the beginning of the shift and the following equipment should be present in the vehicle:

- Emergency road flares
- 1 roll crime scene barricade tape
- 1 first aid kit, CPR mask (assigned to deputy)
- Rip hobble (assigned to deputy)
- 1 blanket
- Bio-hazard kit
- Cell phone
- 1 camera
- Shotgun
- Less lethal shotgun
- Evidence bags and containers
- Latent print collection kit
- DNA swab kit
- Traffic safety vest

704.3.2 UNMARKED VEHICLES

An employee driving unmarked department vehicles in a detective capacity should have the following equipment present in the vehicle:

- 1 roll crime scene barricade tape
- 1 first aid kit, CPR mask
- 1 blanket

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- 1 evidence collection kit
- 1 camera

704.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, deputies driving patrol vehicles shall ensure the vehicle has a full tank at the beginning of shift and shall fill it at the end of shift. Vehicles shall only be refueled at the authorized locations unless emergency conditions exist.

704.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Deputies in patrol shall obtain clearance from dispatch before responding to the car wash.

Employees using a vehicle shall remove any trash or debris at the end of their shift.

704.6 GENERAL EMPLOYEE USE

General employees using marked vehicles shall ensure all weapons are removed from vehicles before using the marked vehicle. General employees shall also prominently display the "out of service" placards or lightbar covers at all times. General employees shall not operate the emergency lights or siren of any vehicle.

Vehicle Use

706.1 PURPOSE AND SCOPE

The Department utilizes County owned motor vehicles in a variety of applications operated by department personnel. In order to maintain a system of accountability and ensure County owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term "County owned" as used in this section also refers to any vehicle leased or rented by the County.

706.2 USE OF VEHICLES

706.2.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to routine scheduled field duties shall log onto the in-car computer inputting the required information when going on duty. If the vehicle is not equipped with a working in-car computer, they shall notify Sheriff's Communication Center (SCC) over the radio. If the employee exchanges vehicles during the shift, the new vehicle number shall be entered onto the daily patrol log.

Each patrol station shall ensure a copy of the daily patrol log indicating personnel assignments and vehicle numbers is completed for each shift and maintained for a minimum period of two years.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

Members will not drive county vehicles out-of-county without receiving prior approval from a supervisor.

706.2.2 UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall first notify the station administrative sergeant or patrol supervisor and a notation will be made on the daily patrol log indicating the operator's name. This section does not apply to personnel who have an assigned vehicle, such as command staff and detectives.

706.2.3 UNMARKED VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

706.2.4 DETECTIVE BUREAU VEHICLES

Each detective bureau is responsible for assignment of vehicles within the bureau. Anyone using the vehicle, other than the assigned detective shall notify the bureau supervisor.

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706.2.5 AUTHORIZED PASSENGERS

Personnel operating department owned vehicles shall not permit persons other than County employees or persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle

706.2.6 PARKING

County owned vehicles should be parked in their assigned stalls. Employees shall not park privately owned vehicles in any stall assigned to a County owned vehicle or in other areas of the parking lot not designated as a parking space unless authorized by a supervisor

706.2.7 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than an employee should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized items have not been left in the vehicle.

706.3 ASSIGNED VEHICLE RESPONSIBILITIES

County owned vehicles assigned to personnel for their use within their job assignment may be used to transport the employee to and from their residence for work-related purposes.

The assigned employee is responsible for the vehicle's care and maintenance. County Fleet Services will provide necessary care and maintenance of the vehicles.

The assignment of vehicles is at the discretion of the Sheriff or designee. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

706.3.1 VEHICLES SUBJECT TO INSPECTION

All County owned vehicles are subject to inspection and or search at any time by a supervisor and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.4 TAKE HOME VEHICLE SECURITY

Employees assigned a take home vehicle shall ensure:

- (a) The vehicle is locked when not attended.
- (b) There is a minimum of 1/2 tank of fuel in the vehicle at all times.
- (c) All firearms and other weapons are removed from the interior of the vehicle and placed in the trunk or properly secured in the residence when the vehicle is not attended (refer to Firearms policy § 312 regarding safe storage of firearms at home).

When an employee is on vacation, leave, or out of the area in excess of one week, the vehicle should be stored in a secure garage at the employee's residence or at a sheriff's facility.

706.4.1 KEYS

The loss of any assigned vehicle key shall be promptly reported in writing through the employee's chain of command.

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706.5 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work outside of the jurisdiction of Ventura County, a deputy shall not become involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists.

Deputies driving marked vehicles shall be armed at all times.

Deputies may render public assistance, e.g. to a stranded motorist, when deemed prudent.

706.6 MAINTENANCE

- (a) Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicle.
 - 1. Employees may use the wash racks at the sheriff's facility or maintenance yards (inmate workers may be used to clean vehicles, when available). The drive through car wash at the Government Center may also be utilized.
 - 2. Cleaning/maintenance supplies will be provided by Fleet Services.
- (b) Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.
- (c) Routine maintenance and oil changes shall be done in accordance with the shop schedule. The vehicles will normally be serviced at the County maintenance shop.
 - 1. When leaving a vehicle at the maintenance shop, the employee will complete a GSA Fleet Services repair request and leave it with the GSA mechanic.
 - 2. Vehicles requiring warranty service shall be taken to the nearest authorized dealer by GSA.

706.6.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without permission from the Sheriff's or his designee.

706.7 ACCIDENT, DAMAGE, ABUSE, AND TOWING OF COUNTY VEHICLES

- (a) Any time a County owned vehicle is involved in a traffic collision, has sustained damage in any manner, or has been towed, the employee involved shall submit the Department "Vehicle Damage/Tow Report" (Form SO-100) to their supervisor by the end of shift. If the employee is incapable, the supervisor shall complete the form.
- (b) Regardless of damage, all vehicle accidents must be reported to OR taken to the County of Ventura GSA Fleet Services (672-2060) within 24 hours for an estimate of damage.
- (c) If a County owned vehicle is involved in a collision outside the Department's jurisdiction, the Watch Commander may request an investigation be conducted by the law enforcement agency having geographical jurisdiction. In any event where the requested agency is unable to conduct the investigation, the nearest department traffic bureau will respond to investigate and complete the traffic collision report.

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- In the incorporated cities that contract law enforcement from the Department, if the collision results in major property damage, injury or death, a qualified traffic collision investigator will conduct the investigation.
- If the collision does not result in injury or results in only minor property damage, any patrol deputy or trained traffic collision report writer may conduct the investigation.
- Nothing in this policy prevents a department manager or traffic bureau supervisor from requesting another law enforcement agency to lead or assist in the investigation of a fatal or serious injury accident involving a department vehicle within the geographical jurisdiction of the contract city.

When a County owned or leased vehicle is involved in a traffic collision, the involved employee shall promptly notify a supervisor. A traffic collision report shall be filed with the agency having jurisdiction. When a collision involves a department vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death, the California Highway Patrol should be summoned to handle the investigation. Collisions involving a private passenger vehicle operated by an employee, when the vehicle use is at the request or direction of a supervisor and is in the performance of the employee's duties, shall be a liability of the Ventura County Sheriff's Office, not the vehicle owner. Consideration should be given to an outside agency handling the collision investigation report (Insurance Code § 488.5). The employee involved in the collision shall complete the County's Vehicle collision form. If the employee is incapable, the supervisor shall complete the form. Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the shift sergeant. . An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

706.8 COLLISION REVIEW COMMITTEE

An administrative investigation by the Collision Review Committee will be conducted to determine any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

(a) Legal Provisions

1. Sworn Members: Rights per the Public Safety Officers Procedural Bill of Rights (Government Code §§ 3300 et seq., commonly referred to as AB 301.)
2. General Members: Per the "Weingarten" decision – Right to union representative in any interrogation where the possibility of discipline exists. This right only includes union representation.

(b) Definitions

1. Chairman: A captain from the Department as designated by executive staff.
2. Assistant Chairman: A sheriff's human resources sergeant representative shall serve as the assistant chairman and divisional representative for Support Services.

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3. Bureau Representative: A sergeant or senior deputy as designated by a bureau commander.
 4. Alternate Representative: A sergeant or senior deputy as designated by a bureau commander.
- (c) Composition of Review Board
1. The collision review board will be composed of eight (8) members. The chairman will serve as a non-voting member.
 2. The composition of the board shall be the chairman and assistant chairman, and one member each from East County Patrol, Camarillo Patrol, West County Patrol, Court Services, Detention Services, and Special Services.
- (d) Review Procedure
1. It is the involved person's responsibility to obtain and review any related documentation prior to the member's appearance.
 2. Each department member who desires to appear before the committee shall contact the assistant chairman to advise of the appearance and advise of plans regarding representation at least two days prior to the scheduled review date advising.
 3. All committee members will be given copies of the documentation set for review at least one week prior to the review date.
 4. All committee members will formulate written questions that they feel will be needed to clarify any matter set for review.
 5. All questions will be submitted to the committee chairman prior to the beginning of each meeting.
 6. On the review date, the committee chairman will open the meeting for the purpose of reviewing any questions submitted to the chairman by the committee members.
 7. The assistant chairman will admonish the member of the rights provided under the Public Safety Officers Procedural Bill of Rights (if sworn), or the right to representation per Weingarten (if a general member).
 8. The assistant chairman will record the entire meeting for future documentation.
 9. Each bureau representative will read the essential facts of the accident involving their bureau personnel from the report into the record.
 10. The chairman shall advise the member and/or the member's representative that the committee will take a statement at this time.
 11. The chairman shall be responsible for asking all questions of the individual member and for soliciting any additional questions from the committee members.
 12. After all statements have been received, the chairman shall excuse the Department member and the member's representative.
 13. The chairman will open the committee meeting to discussion between the committee members.

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14. The chairman will solicit input from any traffic representative(s) relative to the issue of any vehicle mechanical failure, California Vehicle Code violation, or negligence on the part of the Department member.
15. The chairman will solicit a recommendation from the affected bureau representative relative to the disposition of the damage and/or injuries.
16. The chairman will initiate a vote from the members to determine the decision of the committee. A simple majority vote will determine the committee's decision. The chairman of the committee will advise the Department member of the committee's decision by mail.

(e) Dispositions

1. The assistant chairman shall be responsible for updating the committee files and forwarding the committee's recommendations to the internal affairs captain.
2. The internal affairs captain shall be responsible for any disciplinary recommendations, actions, notifications, and the processing of all required documentation to support the approved recommendations.
3. All department members determined to have been involved in an avoidable collision may be subject to discipline in accordance with this department's policies, County Personnel Rules and Regulations, and respective Memorandums of Agreement.
4. All department members determined to have been involved in an avoidable collision, who have also been involved in a prior avoidable collision, may be subject to progressive discipline in accordance with this department's policies, County Personnel Rules and Regulations, and respective Memorandums of Agreement.
5. If the committee finds that a training deficiency exists, even if the member is not at fault, mandatory remediation shall be ordered. The internal affairs captain shall be responsible for processing the mandatory training notification.

(f) Disciplinary Guidelines

1. The Sheriff or designee reserves the right to institute, review and/or change the committee's recommendation and/or the recommended discipline based on the circumstances including, but not limited to, the gravity of the collision, extent of damage, and injuries or death.
2. These disciplinary guidelines are intended to address vehicle traffic collisions only. These guidelines do not apply to incidents involving damage to a department vehicle or other department property resulting from a cause other than a traffic collision.
3. The following guidelines will apply in the absence of gross negligence or intentional misconduct by the involved member that caused or contributed to the traffic collision. Gross negligence means conduct that is more than ordinary negligence. Ordinary negligence is the failure to exercise ordinary or reasonable care. Gross negligence refers to negligent acts that are aggravated, reckless, or flagrant.

- (a) First avoidable incident up to, but not to exceed, a written reprimand given by a divisional representative of the rank of sergeant or higher

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(b) Subsequent avoidable incidents:

4. Progressive discipline will be imposed for subsequent avoidable incidents in accordance with the Ventura County Personnel Rules and Regulations and Department Policies.
5. In considering progressive discipline, 1 year from the occurrence date of a incident resulting in a verbal reprimand, 2 years from the occurrence date of an incident resulting in a written reprimand, and 5 years from the occurrence date of an incident resulting in a reduction in pay, suspension, or demotion will be used.
6. In addition to, or in lieu of the listed discipline, the Sheriff or designee may exercise management prerogative and reassign employees who have been involved in multiple avoidable traffic collisions, or a particularly egregious traffic collision, when doing so would be in the best interests of the Department and/or the employee.

(g) Grievance and Appeal Procedures:

Grievance and appeal procedures shall be in accordance with the Department's policies, respective Memorandums of Agreement, and County of Ventura Personnel Rules and Regulations.

Reimbursement, Personal Expenses and Claims

707.1 PURPOSE AND SCOPE

Department employees shall be reimbursed for any necessary and reasonable expenses incurred while attending to County business when approved or authorized by the department head; such reimbursement is authorized under Section 36 01-3603 and Chapter II of the County of Ventura Administrative Manual.

707.2 COURT SUBPOENAS

Claiming procedure for these expenses shall be filed on the form, "Claim for Reimbursement of Travel Expenses" (PAOF 844) in the following manner: Government regulations pertaining to the county auditor require that each employee submit a claim for his/her expenses in the following manner:

- (a) Name of employee;
- (b) Address to be used as: Ventura County Sheriff's Office, 800 South Victoria Avenue, Ventura, CA 93009;
- (c) Statement of purpose of county business or destination and inclusive dates covering trip, or both;
- (d) All receipts should be retained by the claimant (except textbook and tuition) to be made available for examination upon request. Textbook and tuition claims should include copies of all receipts and grade reports.
- (e) Detailed breakdown by day and location of meals, lodging, parking fees, etc. Included will be names of individuals involved and where applicable the subject matter discussed;
- (f) Prisoner's meals will be itemized as such on transporting officer's claim;
- (g) Mileage to be entered in space provided with form PAOF 789 (Trip Log) attached;
- (h) Sign declaration statement section; attach required receipt; forward in triplicate to division commander to review and forwarding through channels to department business office. Claims for reimbursement of expenses are to be submitted within thirty (30) days of accrual.

707.3 DEFINITION OF NECESSARY AND REASONABLE EXPENSES

- (a) Reasonable means that the expenditure was for an amount normally expected to be incurred. As an example, under current County policy the County would normally not pay for first class plane fare if suitable accommodations were available at a lower rate. Meal and lodging costs will and are expected to vary depending on the areas involved.
- (b) Necessary implies that the purpose was appropriate. There is no problem in determining if expenses are necessary when they are incurred in connection with an out-of-County trip. The purpose of the trip is usually quite clearly defined and therefore identifiable as County business. The expense of getting to and from the destination,

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Reimbursement, Personal Expenses and Claims

and the length of time outside the County, determines what travel and meal expenses are "necessary".

However, the same is not true for meals within Ventura County. Whether or not the in-County meal is a necessary county expense turns principally on whether this is the only reasonable time to conduct the County business involved. Generally, it is possible to arrange the meetings during normal business hours. Therefore, a clear specific explanation must be made as to why the meal was a necessary part of the meeting.

By itself the fact that an individual is visiting from out of town does not justify paying for his/her meals. It should be noted that generally the employer of the out-of-town visitor will reimburse that individual for out-of-pocket expenses. However, even the lack of such reimbursement does not automatically convert the expense into a necessary County expense.

Additionally, the fact that dinners or other forms of expenses may make meetings more pleasant is not adequate reason to convert the expense into a necessary expense. On the other hand when the meeting is lengthy, such as all day, and it is important to keep the group together or to avoid the time lost when dispersing to eat, the cost of the meal would be necessary to further County business and then would be reimbursable.

If the officer or employee is uncertain as to whether or not the expense can be classified as necessary a advance clarification should be obtained from the Auditor-Controller's or County Counsel's offices.

707.3.1 RULES FOR LODGING AND MEALS

- (a) **LODGING** - The County will pay actual room rental costs for each day that lodging away from home is required for business reasons. Whenever practical, individuals are expected to use good quality but reasonably priced hotels/motels. Most hotels/motels give a discount to governmental employees which should be requested when making reservations or registering. Employees should also inquire about transient occupancy tax (bed tax) exemption. **MEALS** - The County will reimburse appropriate meal expenses that are associated with overnight County business travel or are a necessary and ordinary expense of conducting County business based on the following chart. The listed amounts include Tax and 15% maximum tip (unless percentage of gratuity is set by the establishment on the meal receipt). Receipts are required unless the per diem reimbursement method applies and is utilized by the employee. **REGULAR / OUT-OF-STATE BREAKFAST: \$14.00 / \$16.00, LUNCH: \$19.50 / \$22.50, DINNER: \$38.00 / \$43.00, (Per Diem): Total per day = \$57.00.** As a secondary consideration for the Department, meals purchased within the County by employees who are required to work overtime because of some unusual contingency may be reimbursed. Reimbursement to be regulated by the following: A minimum of 4 hours longer than the normal 8-hour working day must be worked (12-hour total), and a normal meal period must occur during the overtime period worked. Reimbursement would be for actual cost.

707.3.2 EXPENSES NOT REIMBURSED BY THE COUNTY

- (a) Airline or other travel insurance.
- (b) Annual premiums for personal property insurance.
- (c) Barberers and hairdressers.
- (d) Suitcases or other luggage purchased for traveling.
- (e) Personal telephone calls except where authorized.

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- (f) Taxis or mileage to drive excessive distances for meals.
- (g) Traffic and parking violations.
- (h) Doctor bills, prescriptions, or other medical services.
- (i) Alcoholic beverages.
- (j) Fees, service charges, interest, etc., related to personal credit cards even if they are used exclusively for County business.

707.4 NON-EMPLOYEE EXPENSES

A County employee may pay expenses of another person (non-County employee) if they were necessary, reasonable and actual expenses incurred while attending to the business of the County. Payment for expenses incurred for or by constituents or citizen observers who are not official participants at an authorized activity is prohibited.

707.5 EXPENSE ADVANCES, PURCHASE ORDERS AND COUNTY CREDIT CARDS

(a) Purchase Orders

1. Where possible purchase orders should be utilized. Air travel, tuition and registration are the best example.

(b) County Credit Cards

1. Where the Auditor-Controller determines that it is to the benefit of the County he may authorize the issuance of a County credit card to a designated County officer or employee. Terms and conditions governing the use of these cards will be prescribed by the Auditor-Controller.
2. Where the County has credit cards which provide for a discount (i.e., Hertz) the employee/officer should use them in preference to a non-discount cash payment.

(c) EXTRADITION ASSIGNMENTS

1. Employees assigned to extradition cases become state agents. All expenses in connection with extradition assignments are claimed through the District Attorney's Extradition Office.
2. At the time of assignment the employee will be advised of all allowable expenses.
3. Upon completion of such a trip the employee shall submit to the District Attorney's Extradition Office a detailed account and all necessary receipts.

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Reimbursement, Personal Expenses and Claims

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TEXTBOOK AND TUITION REIMBURSEMENT

709.1 PURPOSE AND SCOPE

The Ventura County Sheriff's Office encourages its employees to further their education in preparation for the changing demands of their jobs and to prepare for promotion within the department. The department expects to benefit from such education through greater employee effectiveness, and therefore intends to share in the costs of tuition, textbooks, registration, and laboratory fees.

709.1.1 COURSES ELIGIBLE

Eligibility may vary depending on the bargaining group representing the individual employee. Employees should consult the Memorandum of Agreement representing their particular bargaining group for specific details. In general, the following guidelines should apply to department employees:

- (a) Courses directly related to the employee's occupational field are eligible.
- (b) Job-related graduate course work is eligible for reimbursement.
- (c) Courses that are prerequisites to job-related courses are also eligible.
- (d) Courses must be satisfactorily completed. A grade of "C" or its equivalent is the minimum requirement for reimbursement.
- (e) Courses must be offered by a school recognized by the State of California, the Department of Health, Education, and Welfare, or the Veteran's Administration, unless otherwise provided in this policy.
- (f) Conferences and seminars can also be eligible for textbook and tuition reimbursement. However, these should be considered for funding from the division's conference and seminar account prior to consideration under textbook and tuition reimbursement. Seminars and workshops directly job-related are eligible if offered in conjunction with a recognized college, educational institution, professional organization or county training facility.

The course work must be recommended and approved by the Sheriff or designee.

709.1.2 COURSES NOT ELIGIBLE FOR REIMBURSEMENT

- (a) Those taken to bring unsatisfactory performance up to an acceptable level.
- (b) Those that duplicate in-service training.
- (c) Those that duplicate training the employee has already received.

709.1.3 COSTS NOT COVERED

- (a) Courses must be taken on the employee's own time, on compensatory time, vacation time, or administrative leave.
- (b) Neither transportation nor mileage reimbursement are provided for by this program.
- (c) Parking fees, meals, and other costs not specifically covered in this program will not be reimbursed.

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TEXTBOOK AND TUITION REIMBURSEMENT

- (d) Costs for which reimbursement is received from other sources.
- (e) Conventions and conferences not qualifying as a "course" are not covered.

709.2 TEXTBOOK AND TUITION REIMBURSEMENT

The amount allowed for reimbursement each fiscal year varies according to each labor agreement. Employees should consult their current Memorandum of Agreement (MOA) for the annual amount eligible for reimbursement. The Sheriff's Business Office will track all claims to assure that they meet the eligibility criteria and do not exceed the dollar amount provided in the appropriate MOA.

Employees shall submit a Textbook and Tuition Reimbursement Application to the commander of the Human Resources Bureau for approval prior to the first class session. Applications must be submitted through the employee's bureau. A copy of the pre-approved Textbook and Tuition Application will be returned for inclusion in the final claim package.

Within 90 days from the date of the last class session, the following documents are to be submitted to the commander of the Human Resources Bureau for reimbursement approval:

- Completed Textbook and Tuition Claim Form
- Copy of the pre-approved Textbook and Tuition Application form
- Receipts Grade card, (if applicable)
- Certificate of completion, (if applicable)

PROCUREMENT BANK CARD PROGRAM

711.1 PURPOSE AND SCOPE

To improve operational efficiency and reduce costs associated with purchasing supplies for Sheriff's operations, the Department is initiating the Procurement Bank Card Program. This program includes the issuance of a VISA card to designated employees responsible for making purchases of supplies for the various divisions, bureaus and units within the Department. The purchasing card is designed to eliminate the need for requisitions and purchase orders associated with small dollar purchases.

711.2 GENERAL PROVISIONS

The procurement card will have the employee's name embossed on it. The named employee is the only one authorized to use the card. The card has been specially designed to avoid confusing it with personal credit cards. **THE PURCHASING CARD SHALL NOT BE USED FOR PERSONAL PURCHASES.**

A maximum dollar amount for each single purchase and a total for all purchases made with the purchasing card within a given cycle period will be assigned.

Prior to being issued a procurement card, each designated employee shall be assigned a copy of the County's Procurement Bank Card Procedures Manual; be given the appropriate training and orientation as provided by the General Services Agency/Purchasing Services; and complete a Procurement Bank Card Request Form.

711.2.1 USE POLICY

Use of the card does not relieve the cardholder from adherence to all County and Department acquisition regulations, policies, and procedures. The purchasing card is a supplement to the purchase order process. The following conditions must be met when using the card:

Each single purchase may be comprised of multiple items, but the total cannot exceed the single purchase dollar limit on the purchasing card.

When purchases exceed the limit established by the Department, the normal procedures of using purchase orders must be followed.

The least expensive item that meets the basic need must be sought.

Cardholders must ensure that sufficient appropriations are available prior to making a purchase.

Purchases must not be split to circumvent procurement regulations, i.e., purchase of an item in excess of the individual credit card limit on two separate credit cards. The intent of the policy is to ensure that purchases for items are made on one card at one time. Items comprised of separate components are to be purchased together on one credit card.

The card must not be used for purchases when the cardholder has a personal interest or knowledge which would create a conflict of interest. An example is buying from a relative or close friend.

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PROCUREMENT BANK CARD PROGRAM

Intentional use of the card for other than official County purposes will result in immediate cancellation of the purchasing card and disciplinary action as appropriate.

The purchasing credit card is not to be used for the purchase of services due to the complexity of IRS 1099 reporting. Other restrictions include the purchase of the following:

Ammunition and weapons;

Automobile rental;

Automotive parts, repairs, or maintenance;

Cash advances through bank tellers or teller machines;

Chemicals & hazardous materials;

Consultants, instructors, or speakers;

Fixed asset purchases;

Gasoline, diesel fuel, oil;

Maintenance contracts and service;

Non approved merchant type codes;

Office supplies available on Master County Contract unless required in emergencies;

Operated and maintained equipment rentals. Examples are trucks, tractors and other equipment;

Personal computers, peripheral equipment and printers;

Purchase of items stocked in the Central Stores unless required in emergencies;

Systems office furniture;

Telecommunications equipment;

Travel, lodging and meals;

Work on County property by outside contractors.

711.2.2 RESPONSIBILITIES

Each division, bureau or unit will have a designated officer (approving officer) to approve purchases.

Cardholders will be responsible for logging all purchases on the "Order Log", compiling receipts and reconciling monthly statements of purchases.

Approving officers will be responsible for reviewing all charges and monthly statements from cardholders and forwarding same to the Business Office by the fifth (5) business day of each month.

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PROCUREMENT BANK CARD PROGRAM

The Business Office will be responsible for reviewing all documents to ensure compliance with existing policy and for reconciling monthly statements. The Business Office will maintain all permanent records relating to procurement bank cards.

711.3 COUNTY ISSUED CREDIT CARDS FOR TRAVEL

County credit cards shall be used only in connection with official County business. In cases where it is used to defray an employee's personal expense, the employee is required to reimburse the County for that particular charge. (Example: an employee on an official trip pays for his and his spouse's meal by charging them to the County credit card. The cost of the spouse's meal shall be paid by the employee when he submits his statement of expenses for that particular trip).

The employee using the County credit card shall be ultimately responsible for the charges made against the credit card. That responsibility terminates upon approval of those charges as legitimate business expenses and therefore chargeable against the County.

Lost or stolen County credit cards shall be reported immediately by telephone by the employee who had custody of the card, to be followed by a memorandum to the division custodian who had signed out the card.

Limits on meal and other travel expenses set forth by the Auditor-Controller or the Board of Supervisors shall be adhered to by the employee when using the credit card. The cost of meals such as those obtained from fast food restaurants and other incidentals, such as parking, which could not be paid for with a credit card, shall be reimbursed by submitting a statement of expenses for County reimbursement.

Airline tickets shall be obtained through established County vendors. Credit cards shall not be used to obtain airline tickets except under emergency circumstances, and only with the approval of the respective commander.

711.3.1 PROCEDURES

Each Division Assistant Sheriff will be responsible for appointing credit card custodians for their respective divisions.

The custodian will be responsible for the following:

Proper secure storage, issuance, and timely return of each card upon completion of travel.

The maintenance of a "Credit Card Checkout Log" in conformance with Auditor-Controller policy.

Collecting all receipts from credit card use. If a receipt is lost or otherwise unavailable, a memo from the employee must be submitted in lieu of the receipt. The memo will identify, in detail, what was purchased, where it was purchased, from whom it was purchased, the date it was purchased, and the purchase price.

Auditing all transactions for mathematical accuracy and conformance to existing policies of the County of Ventura and the Ventura County Sheriff's Office. It will be the responsibility of the custodian to remain current on those policies.

Ensuring that the employee signs the "Acknowledgment of Receipt of Credit Card and Repayment Agreement."

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PROCUREMENT BANK CARD PROGRAM

Promptly forwarding all audited receipts and the acknowledgment repayment form to the Business Office. The budget unit and account to be charged should be annotated on the acknowledgment/repayment form.

The Business Office will reconcile all receipts to the monthly credit card statements and process payments. All permanent records will be maintained by the Business Office.

For purposes of internal control, any designated "Division Custodian" or "Alternate Division Custodian" will not be permitted to use the credit cards entrusted to their custody. To address their needs and still satisfy internal control standards, the support services commander is hereby designated as the "Department Custodian" from whom those designated division custodians may obtain County credit cards subject to the same policy and rules set forth by the Auditor-Controller.

The department custodian will be responsible for maintaining a record of all credit cards assigned to each division custodian.

SECURITY SYSTEM, SHERIFF'S FACILITIES

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Chapter 8 - Support Services

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime Analysis shall provide timely and useful products to patrol, investigative and management units. Analysis covers, but is not limited to, identifying and analyzing patterns and trends related to crime events, developing methods of operation matrix, locating / linking persons, places and property.

Standard resources range from law enforcement databases containing calls for service, reports, citations, field contacts, investigative notes, to incarceration, court, probation, parole records to open source sites, databases, and publications. Products may range from briefing postings, bulletins, maps, charts, link charts, time-lines to in-depth research papers and statistical documents.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime, incident, arrest, supplemental, traffic collision, missing person reports
- Field interview cards
- Citations
- Investigative reports
- Parole and probation records
- Computer Aided Dispatch (CAD) data
- Court documents
- Incarceration records
- Statewide Integrated Traffic Reporting System (SWITRS)
- Uniform Crime Reports (UCR)
- Open source sites
- State and Federal databases

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information
- Relationship between involved parties and event
- Seasonality

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Crime Analysis

800.4 CRIME ANALYSIS DISSEMINATION

Analysis information shall be disseminated to appropriate parties in a timely and logical manner using available resources. Product may be distributed via hard copy, electronic, or html. Use of electronic distribution is emphasized in order to efficiently disseminate information.

PAYROLL PROCEDURE

801.1 PURPOSE AND SCOPE

To provide a uniform method of reporting payroll information to the Business Office-Payroll

801.1.1 GENERAL INSTRUCTIONS

1. A pay period consists of 2 weeks (Sunday , Saturday). On or about the first Tuesday of each pay period, Department Time Record (timesheets) are distributed to division timekeepers. Timekeepers are required to report hours worked/off by time reporting codes. The 'Total Hours' column on the timesheet should reflect the sum of all hours reported. Overtime hours reported on the time sheets (excluding the built in 12-Plan overtime) must have an original approved 'Sheriff's Department Overtime Report' submitted with the timesheets. Court time and standby time hours reported on the timesheets must have an original approved 'Off-Duty Court Appearance' form or 'Sheriff's Department Standby Report' submitted with the timesheets.

2. Completed timesheets are to be delivered to the Business Office-Payroll no later than 1300 hours of the second Tuesday. All hours reported for the period from the second Tuesday, Wednesday, Thursday, Friday and Saturday are to be entered based on the best information available at the time, for scheduled workday hours. Any changes to reported hours, after the timesheets have been submitted to the Business Office-Payroll, should be faxed to the Business Office-Payroll by 0930 daily. Changes should be reported on a 'Time Record Correction' form or 'Late Overtime Adjustment' form, as applicable. Original copies of the 'Time Record Correction', 'Late Overtime Adjustment' and 'Sheriff's Department Overtime Report' must be submitted to the Business Office-Payroll by the first Tuesday of the pay period.

3. The 'Employee Time Record Correction' form is used to report changes in hours or codes previously submitted. This form must be faxed to the Business Office-Payroll by 0930 hours daily from second Wednesday through the following Monday, and signed by the supervisor or timekeeper.

4. The 'Late Overtime Adjustment' form is used to report changes in reported overtime hours. This form must be faxed to the Business Office-Payroll by 0930 hours daily from second Wednesday through the following Monday, and signed by the supervisor or timekeeper.

801.1.2 ADDITIONAL INFORMATION

1. The Sheriff's Department maintains an overtime database that generates the 'Sheriff's Department Overtime Report', also known as overtime slip. All submitted hard copy overtime slips must have an employee, supervisor and unit commander signature. The employee has the responsibility of submitting his/her overtime slip contemporaneous with the overtime hours worked. Unless prior authorization has been obtained, all overtime slips shall be submitted either on the day the overtime was worked or no later than the end of the next shift worked.

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PAYROLL PROCEDURE

2. Division supervisors have the responsibility to determine that the overtime worked was necessary. The supervisor or unit commander reviews the hard copy of the overtime slips for accuracy and verifies that each reflects on the master schedule. Approved overtime slips that are not paid in the current pay period must be marked 'Late' or 'Past Due' and submitted to the Business Office-Payroll by Friday after payday.
3. An 'Off-Duty Court Appearance' form (court slip) shall be used for reporting off-duty court and must be accompanied by either subpoena or court docket. Approved court slips not paid in the current pay period need to be marked 'Late' or 'Past Due' and submitted to Business Office-Payroll by Friday after payday.
4. The 'Sheriff's Department Standby Report' shall be used for reporting standby duty hours. Approved standby reports not paid in the current pay period need to be marked 'Late' or 'Past Due' and submitted to Sheriff's Business-Payroll by Friday after payday.
5. The 'Annual Leave/Vacation Buydown Request' form shall be used to request annual leave/vacation redemption. This form can be found in the Sheriff's Intranet. The original signed buydown request form is due to the Business Office-Payroll by Friday after payday.
6. Any changes in employee work schedules must be emailed to the Business Office-Payroll no later than 1200 hours of Friday after payday.

Communication Operations

802.1 PURPOSE AND SCOPE

The radio is the primary communication method between field units and the dispatcher and it will be used to communicate field unit activity, unit status updates, calls for service and related information. All communication will be accurate, brief and courteous, yet thorough.

802.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

Radio communication shall be conducted in accordance with FCC procedures and guidelines.

802.2 RADIO CHANNEL USE

Channel 1 will be used as the primary radio channel for all units working in the cities of Camarillo, Fillmore, Ojai and the unincorporated areas of West County.

Channel 2 will be used by all units, county-wide, for wants/warrants inquiries and miscellaneous requests for tow trucks, contacts for miscellaneous entities such as Animal Control, utility companies and non-law enforcement city or county resources.

Channel 3 will be used as the primary radio channel for all units working in the cities of Thousand Oaks, Moorpark and the unincorporated areas of East County.

802.2.1 EMERGENCY RADIO TRAFFIC/RESTRICTED RADIO USE (10-33)

Radio use may be limited when a field unit or the dispatcher has the need to restrict radio traffic to "emergency radio traffic only" by declaring a 10-33. When this occurs, field units should only use the radio to relay pertinent information related to the incident that prompted the restricted radio traffic.

However, the dispatcher or a unit with radio traffic that would be deemed "emergency radio traffic", may use the radio, even if unrelated to the initial incident.

Units with routine radio traffic including status updates, traffic stops, subject stops, etc., should not use the radio until the restriction (10-33) has been lifted.

802.3 UNIT/RADIO CALL SIGNS

Each member using the two-way radio will use their entire and correct call sign when initiating and responding to radio communication. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

802.4 LISTENING TO AND ACKNOWLEDGING RADIO TRAFFIC

Dispatchers and field units are required to listen to radio traffic and acknowledge radio traffic that is directed to them and/or related to the incident they are handling. Dispatchers and deputies should make every effort to avoid interfering with radio traffic by listening for other radio users and waiting for them to finish before talking on the radio.

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Communication Operations

802.5 TELEPHONE COMMUNICATION IN LIEU OF RADIO

The telephone will not be used in lieu of radio communication unless it is necessary to do so.

Employee Time Card Verification

803.1 THIS POLICY ESTABLISHES A PROCESS WHEREBY ALL SHERIFF'S OFFICE EMPLOYEES REVIEW THEIR TIME CARDS AND VERIFY THAT THEIR WORK HOURS AND TIME VARIANCES HAVE BEEN ACCURATELY RECORDED.

803.1.1 BACKGROUND

All Sheriff's Office employees are required to either sign a hard copy (paper version) of their time card for each pay period OR login to Ventura County Human Resources/Payroll (VCHRP) site on the Internet to accomplish this task. Work location and assignment will dictate which process is to be followed. Employees whose assignment allows them to regularly sign and review hard copies of their time cards are **not** required to also verify their hours through VCHRP. The majority of Sheriff's employees do not review hard copies of their time cards and shall complete this process through VCHRP, which can be accessed from the link on the Sheriff's Intranet homepage or on the world wide web at the following link:

<https://vchrp.co.ventura.ca.us/psp/HR910PRD/?cmd=login&languageCd=ENG>

803.1.2 PROCEDURE

Hard Copy Time Card Verification

Hard copies must be signed by the employee prior to the submittal deadline for time cards as established per payroll procedure. This will occur prior to the end of the pay period and therefore variances may occur after the timecard is signed. Employees should only sign the time card if the information is accurate as of that date. Discrepancies should be brought to the attention of the timekeeper and an accurate time card should be generated and signed at that time. Time variances occurring after time cards have been signed are made through an Employee Time Record Correction Form, which is processed by the timekeeper. Before forwarding to the Business Office, all hard copy time cards must be approved by the employee's supervisor.

VCHRP Time Card Verification

Within one week **after** the Thursday that paychecks are issued, all Sheriff's employees who do not sign a hard copy of their time card shall complete the process through VCHRP. The only exceptions will be for vacations or extended leaves. Once the employee returns to work, he/she shall review and verify the time documentation in VCHRP. Step-by-step instructions for verifying time card hours through VCHRP can be found at the following link:

http://sheriff1/shfweb2/documents/forms/HR_Timecard_Approval_Instructions.pdf

Time discrepancies found by the employee can be noted in the "Employee Pay Approval" section of the VC Employee Pay Approval page. This information will then be forwarded to the employee's timekeeper for appropriate action.

Property and Evidence

804.1 PURPOSE AND SCOPE

This policy provides for the proper collection, transfer, storage, and security of evidence and other property

804.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping, found property, recovered property, and property submitted for destruction.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm;
- Personal property of an arrestee not taken as evidence;
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons)).

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Recovered Property - stolen or embezzled property (e.g., recovered during an investigation of a burglary).

Property for Destruction - Property submitted by the public to the Department for destruction (e.g., guns no longer desired by the owner).

804.3 GENERAL REQUIREMENTS

All property or evidence shall be transferred to the Property Room as soon as practical. No property submitted to the Department will be retained, even temporarily, for personal use.

Property is transferred to the Property Room:

- by taking it to the counter of either the West or East County Property Room during business hours;
- by placing it in the overnight lockers provided at the West and East County Property Rooms;
- by placing it in the secure evidence lockers provided at each station.

Evidence must be accompanied by the correct paperwork.

All property submitted to the property rooms must be properly tagged and packaged. Procedures for packaging evidence and completing the necessary paperwork are found under the "crime lab" tab on the Sheriff's web site at http://sheriff1/shfweb2/policy_manuals.htm. Check this web site from time to time to be sure you are using current procedures. Processing of evidence can be delayed by improper packaging or incomplete documentation.

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Property and Evidence

The chain-of-custody must be documented for all evidence. The chain of custody must show who had control of the evidence (or where it was stored), who received and relinquished the evidence, and at what times. This information can be recorded in the officer's narrative or on the Property/ Evidence Report.

If a suspect is taken into custody, his or her personal property that is not evidence is retained by the custodial institution (jail, prison, or mental institution). The exception to this practice is that items that are illegal if taken within the confines of the custodial institution, or items too large (backpacks, suitcases, briefcases) to store at the custodial institution will be accepted by the Property Room for safekeeping. Personal medications will be retained by the custodial institution and will be accepted by the Property Rooms only as evidence or for destruction.

The property rooms are responsible for storing, protecting, transferring, and disposing of all evidence. The West County Property Room also acts as the point of intake for evidence intended for examination by the crime laboratory, including evidence from outside agencies.

The Property Room will dispose of property or evidence upon receipt of (a) an Evidence Disposition Memo from the DA's Office, (b) a court order, or (c) written instructions from the investigative office. The exception is that evidence from misdemeanor cases may be disposed of when the court database shows that the case has been cleared, or that the statute of limitations has elapsed and there are no outstanding warrants. Because evidence disposal requirements are complicated, the Property Room must be notified whenever evidence needs to be retained longer than is mandated by law.

The property rooms will make all reasonable efforts to locate the rightful owner of found property or evidence not needed for investigation. Inquiries from citizens should be directed to the West County (805-654-2363) or East County (494-8264) Property Room. Found property is retained for a minimum of 90 days or until returned to the rightful owner, whichever occurs first. The Property Room will not accept found property having a **value less than \$100**.

Where the ownership of found property having no apparent evidentiary value can be established, such property may be released to the owner without the need for booking. A field interview card shall be completed to document the release of property not booked.

Found evidence may qualify for return to the rightful owner before the case is adjudicated. It is the responsibility of the investigator to see that all legal requirements are met before such return, and to notify the Property Room in writing when recovered property may be released. Such notification must identify the recipient and the specific items to be released.

804.4 SPECIAL CONSIDERATIONS

Explosives, explosive devices, or class-C fireworks shall be handled exclusively by the Bomb Squad. The Property Room does not accept such items.

Money, firearms, drugs, flammables, ammunition, fireworks, and jewelry will be packaged separately from all other property or evidence.

No firearms taken into possession shall be submitted loaded unless paramount to the case and then only if plainly marked as loaded (e.g., to support a claim of malfunction in an accidental shooting).

Per agreement with the Medical Examiner's Office, the Department, when involved, will retain control of all firearms involved in a death and will release them directly to the family of the deceased or provide for appropriate destruction, as necessary.

All money over \$500 shall be verified by another person and his name and I.D.# written on the envelope.

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License plates found not to be stolen or connected to a known crime can be booked into the Property Room, or delivered to the Department of Motor Vehicles (DMV). No formal booking process is required if they are returned directly to the DMV.

Refer to the Crime Laboratory's Evidence and Property Manual at http://sheriff1/shfweb2/policy_manuals.htm for complete instructions.

804.5 RETENTION OF BIOLOGICAL EVIDENCE

The Property Room Supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Special Services Division supervisor

Biological evidence shall be retained for a minimum period established by law (Penal Code § 1417.9), the Property Room Supervisor or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Special Services Division supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Sheriff and the head of the applicable prosecutor's office.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Investigation Bureau supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

Records Bureau Procedures

806.1 PURPOSE AND SCOPE

The records manager shall maintain the Department Records Bureau Procedures Manual on a current basis to reflect the procedures being followed within the Records Bureau. Policies and procedures that apply to all employees of this department are contained in this chapter.

806.1.1 NUMERICAL FILING SYSTEM

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 0000001 starting at midnight on the first day of January of each year. As an example, case number 10-0000001 would be the first new case beginning January 1, 2010.

806.2 FILE ACCESS AND SECURITY

Other than Special Services' cases, original reports including, but not limited to, initial, supplemental, follow-up, and all documentation critical to a case, whether hardcopy or electronic file format, shall be maintained in a secure area within the Records Bureau accessible only to authorized Records Bureau personnel. All documentation related to Special Services' cases shall be maintained in a secure area within the Special Services Division.

Ventura County Sheriff's Office employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

806.3 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by deputies of the Ventura County Sheriff's Office and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Administration Supervisor. The Administration Supervisor should promptly contact the prosecuting attorney and request a written opinion as to whether the petitioner is factually innocent of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence, the Administration Supervisor should forward the petition to the Detective Bureau Supervisor and the Ventura County District Attorney for review. After such review and consultation with the Ventura County District Attorney, the Detective Bureau Supervisor and the Administration Supervisor shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Administration Supervisor shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California Department of Justice and other law enforcement agencies (Penal Code § 851.8).

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The Administration Supervisor should respond to a petition with the Department's decision within 45 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

Records Retention Schedule

807.1 PURPOSE AND SCOPE

To establish guidelines and policy for the retention of and subsequent destruction of Sheriff's Office records. This guideline permits, and in some cases mandates, bureaus to destroy records after the elapsed time period.

REFER TO THE SPECIFIC DOCUMENT RETENTION TABLE BELOW TO ASCERTAIN THE RETENTION SCHEDULE FOR EACH DOCUMENT TYPE:

807.1.1 INTRODUCTION

The Sheriff's Office is required by California State law to collect and process certain records. The different Bureaus of the Sheriff's Office have different types of records they are responsible for maintaining. Certain values were taken into consideration when determining this retention schedule for Sheriff's Office records, which are not regulated by State Codes or other regulations. These values are: Administrative Value; Legal Value; Fiscal Value; and Research, Historical, or Archival Value.

For the purposes of this policy, records are defined as "papers, maps, exhibits, magnetic or paper tapes, microfilm, photographic film and prints, electronic recordings, computer files, and other documents produced, received, owned or used by this agency, regardless of physical characteristics." Certain kinds of material can be classified as "non-records" and can usually be discarded as soon as they are read. According to the State Records Retention Handbook, these non-records include:

- Transmittal letters and acknowledgments that do not add any information to the material transmitted.
- Requests for printed material after the requests have been filled (i.e., Public Records Act requests).
- Informal notes, worksheets, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.
- Notes which have been transcribed.
- Miscellaneous notices of meetings and community affairs.

In addition, certain records become less valuable as an information resource with the passage of time. Their continued retention inhibits our agency's ability to reference more current and valuable information sources. With this in mind, the Board of Supervisors has approved, per sections 26205, 26205.1, 26202.6 & 34090.6 of the California Government Code and 832.5 of the California Penal Code, a retention schedule of Sheriff's Office records.

807.1.2 DESTRUCTION PROCEDURE

1. Due to limited storage space available for Sheriff's Office records, it is necessary that records be routinely destroyed after the authorized time has elapsed.
2. Prior to destruction, each Bureau Captain/Manager will advise the Division Commander via memorandum of the pending destruction and receive approval to proceed with the destruction.

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3. The most common form of destruction for hard copy documents is by shredding. The documents can either be shredded in Sheriff's Office owned shredders, or in the case of large destruction jobs, a bonded contracted service may be used. In all cases, shredding should reduce the documents to no larger than 3/16" strips, which are unrecognizable. Under no circumstances are documents that are to be destroyed be placed into paper recycle boxes without being shredded first.
4. Electronic records will be demagnetized, erased, reformatted, or reused, whichever method applies. In the case of files on a document imaging system, the index pointer shall be deleted.

807.1.3 SPECIFIC DOCUMENT RETENTION TABLE

Record Title	Retention Period	Authority	Description of Record
B.I. Files	T + 2 years	GC 26202	B.I. Files are kept on all juveniles that have been arrested, and a B.I. Number requested by Sheriff's personnel and/or all adults arrested and booked, by any agencies, into the jail. The individual file is retained until the person is deceased + 5 years.
Bicycle Licenses	2 years	GC 26202	Documents utilized for issuance may be destroyed 2 years after expiration.
Board Letters	3 years	GC 26202, Ventura County Administrative Manual: Records Retention Schedule	Original at Clerk of the Board.
Business Office Documents: Bail Fine Receipts & Checks	7 years	GC 26205.1	Self-explanatory.
Business Office Documents: Claim forms and checks	7 years	GC 26205.1	General Claims, Textbook & Tuition, Travel Expenses, Credit Card, Medical Bills, Inmate Account Paid Checks, Check Registers, IMS Transaction Logs, etc.
Business Office Documents: Commissary/Inmate Welfare Paid Bills	7 years	GC 26205.1	Self-explanatory
Business Office Documents: Misc. Documents	9 years	GC 26205.1	ISF Charges (ISD, GSA Fees), Mileage Reports, Purchase Orders, Requisitions.

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Business Office Documents: Payroll Overtime Slips	5 years	GC 26205.1	Self-explanatory
Business Office Documents: Payroll Time cards, Warrant Register	15 years	GC 26207	Self-explanatory
Business Office Documents: Rate Calculations, Budget Documents	Indefinite GC	26205.1	Self-explanatory
Business Office Documents: Receipts	8 years	GC 26205.1	Receipt Books, Cell Phone Receipts, Accounts Receivable- Billed Invoices, Misc. Receipts.
Citations, Parking/Traffic	1 year	GC 26201	The originals are sent to the Court.
Citations: 11357(b) H&S, 11357c H7S, 11360b H&S Violations	2 years	11361.5 H&S	As mandated by law, reports are to be destroyed 2 years after the conviction or 2 years after the date of arrest if no conviction is obtained.
Citizen Complaints/ Internal Investigation Files	6 years	PC 832.5, Board Letter	These files shall be retained for the listed time period, after which, they may be destroyed if there is no pending civil or criminal litigation. The names on all files to be destroyed shall be forwarded to the District Attorney's Office and Risk Management notifying them of the pending destruction and request any objection they may have to any particular file. No destruction shall take place until a reply is obtained from both agencies.

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Computer Aided Dispatch Electronic Data (CAD)	1 year	GC 26205	CAD data includes calls for service and patrol unit history. Although this data can be deleted from CAD after the above time period, the data for calls for service is electronically stored into the Records Management System and is kept indefinitely
Contracts 3	years	Ventura County Administrative Manual: Records Retention Schedule	3 years after expiration date. Original at Clerk of the Board.
Correspondence, General	3 years	GC 26202, Ventura County Administrative Manual: Records Retention Schedule	Correspondence received or sent that relates to a specific public record should be retained for the same period of time that the public record is retained. All other correspondence may be destroyed after the listed time period unless there is pending criminal and/or civil litigation. Informational correspondence from the Department of Justice, FBI, DMV, etc., should be maintained as long as the information provided is most current. These documents should be replaced by the most current correspondence on the same subject matter.
Criminal Intelligence Files	3 years	Recommended by Attorney General	Files kept on actual or suspected criminal activity.
Department Manual	Indefinite	GC 26202	Changes to the Sheriff's Policy Manual occur frequently. Replaced Orders should be kept on file for historical reference.
Division Timekeeping Records	7 years	GC 26205.1 Ventura County Administrative Manual: Records Retention Schedule	Time off requests, daily schedules, any and all original records pertaining to employee time not submitted to the Business Office-Payroll.

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Forensic Case Records on Homicide, Sexual Assault and other serious Felony cases.	Indefinite - Hardcopy and electronic records	Forensic Services Bureau: Control of Records	The list of serious offenses is – Homicide P.C. 187-192(1), 193, 194, and 196, attempt homicide P.C. 664/187, sexual assault P.C. 220, 261, 262, 264.1, 266, 269, 285, 286, P.C. 207, 209, and train wrecking P.C. 219, as well as those of infrequent offenses P.C. 273a, 273.5 identified by the District Attorney's Office.
Forensic Case Records on Felony cases not included above and Misdemeanor cases.	7 years hard copies and then scanned electronically into secure system - like FileNet	Forensic Services Bureau: Control of Records	Case Records including the laboratory reports, case notes, and photographs will be scanned and disposed of or returned to the primary submitting agency to be handled according to their internal record retention policies. The destruction of case records following scanning will only be performed if the primary agency has so authorized the Forensics Bureau in writing.
Field Interview Cards	C + 5 years	GC 26202	Information from these cards is stored in the Records Management System indefinitely and the actual cards shall be retained for the current year of cards plus five years
Human Resources Files	Indefinite Ventura	County Administrative Manual: Records Retention Schedule	Employee Relations Cases, Negotiation Files, Historical Class Specifications, Terminated (Fired) Employee Files.
Human Resources Files: Classification Studies	1986-Present Ventura	County Administrative Manual: Records Retention Schedule	Self-explanatory
Human Resources: Employment Records	3 years	Ventura County Administrative Manual: Records Retention Schedule	Examinations, Certification/Exam Requests, Eligibility Lists/Applications

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Human Resources: Personnel, Training, Background, & Psychological files	T + 6 years	GC 26202, 1985 Board Letter	These files will be retained as long as the employee is still employed by the Sheriff's Office. Once employment is terminated, the file may be destroyed after the time has elapsed. The names on all files to be destroyed shall be forwarded to the District Attorney's Office and Risk Management notifying them of the destruction and request any objection they may have to any particular file. If no response is received from either agency after ninety (90) days, these files may be destroyed.
Informant Files	T + 10 years	GC 26202	Legal notification, identification information, payment information, activities information. Files should be kept 10 years after the informant's services were terminated.
Jail: Inmate Records	6 years	Dependent on facility's classification; Guidelines are set by the Board of Corrections (State of Calif.)	These records include bookings/releases, Jail Incident Reports, kites, grievances, and any other documentation normally placed in an inmate's file. Only bookings/ releases are sent to Sheriff's Records, the remainder of documents are kept in Detention Services.
Jail: Inmate Medical Records	7 years	Dependent on facility's classification; Guidelines are set by the Board of Corrections (State of Calif.)	These records are the property of the Sheriff's Office, but are kept by the medical company contracted to provide medical treatment to the inmates. The medical company shall have the responsibility of maintaining the inmates' medical records. Exception: Medical files on inmates that were pregnant while in custody shall be kept until the child's 21st birthday. The responsibility of destroying any files is the Sheriff's Office

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Licenses, Business	2 years	GC 26202 Docu	ments utilized for the approval process may be destroyed 2 years after expiration.
Logs, Patrol	2 years	GC 26202	Deputy patrol logs will be maintained by the respective division.
Megan's Law Records	5 years	PC 290(o)	The DOJ form and sign-in log of individuals who viewed the CD-ROM shall be retained
Narcotic Files	5 years	GC 26202	Files of suspected drug violations or cases with no issued RB # should be retained for the listed time period if the information is no longer useful for investigative purposes
Pawn/Secondhand Property Slips	2 years	PC 26201	There is no legal mandate to retain copies of pawn slips once the information is entered in the State Automated Property System, however, the slips shall be retained for the listed time period.
Permits, Carrying Concealed Weapons (CCW)	2 years	GC 26202	Both rejected and approved CCW permits may be destroyed, according to the time period designated after the expiration or rejection date, whichever date applies to the permit.
Photographs	See Narrative	GC 26202	Crime Scene, Registrant/Applicant, Photo File, Accident. Retain according to the applicable section associated with the photo (i.e.: Homicide- indefinite: Applicant-6 years, etc.)
Photographs: Booking Photos (Negatives)	1 year (Indefinitely)	GC 26202	Booking photos that are taken electronically and are stored on computer disk space can be retained indefinitely. Photographs from a standard film camera may be destroyed after one year since the negatives are kept indefinitely.

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Press Releases	2 years	GC 26202	Self-explanatory
Radar Calibration Records	T + 2 years	GC 26202	Documentation of radar instruments should be retained during use/ ownership of the unit.
Radio and Telephone Communications	1 year	GC 26205	Recordings of telephone and radio communications that are not evidence in any claim filed or any pending litigation may be destroyed after the time period. If any claims and/or litigation are pending or anticipated, such recordings shall be preserved for one hundred (100) days after the conclusion of litigation.
Range Rosters	2 years	GC 26202	Rosters of the bi-monthly range qualifications.
Reports, Arrest Conviction Records H&S 11357(b),(c),(d),(e) or H&S 11360(b) Violations (occurring after January 1, 1976)	2 years (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1976 or arrests not followed by a conviction occurring after January 1, 1976; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5.
Reports, Arrest Conviction Records H&S 11357(b),(c),(d), (e) or H&S 11360(b) Violations (occurring before January 1, 1976)	Mandatory destruction (Upon notice from DOJ)	H&S 11361.5(c)	Applicable to convictions occurring prior to January 1, 1976 or arrests not followed by a conviction occurring prior to January 1, 1976 for violations of H&S Code 11357, 11364, 11365 and 11550.
Reports: Arrest, Crime/ Incident, Traffic	2 years	GC 26205a	Reports starting in 1991 are electronically recorded in a document imaging system. Reports prior to 1991 are kept on microfilm. The original reports may be destroyed after 2 years.

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Reports: Crime Analysis	2 years	GC 26201	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, citations, crime reports and accident reports. No statutory requirement; reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage. Final reports produced from the information listed may be used for comparison for years and should be retained.
Reports: Homicide Cases	Indefinite	GC 26202	The original Crime Reports will be retained by the Major Crimes Unit even after the case is adjudicated or deemed unsolved.
Reports: Property Room	2 years	GC 26202	The following reports are copied and the originals are sent to Records and may be destroyed after the listed time period: Chain of Custody, Property/Evidence Reports, Search Warrant Property List, and all Court Orders. Other Property Room reports (i.e.: Evidence Disposal Memorandums, Property Release forms, Request for Analysis, etc.) that are either received or generated by the staff, in which the originals remain in the Property Room, may be destroyed after the listed time period.
Reports: Statistical (UCR), All Reports Sent to DOJ & FBI	2 years	GC 26201	No statutory requirement to retain permanently; originals sent to DOJ and FBI
Restraining Orders, EPO's, TRO's	Expiration Date	GC 26201	As this order is only a copy and the original is kept at the Courts, there is no statutory requirement to retain after the effective date of the order has expired.

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Sealing, Adult - Found Factually Innocent	3 years	PC 851.8	The sealed record shall be destroyed after the listed time period has elapsed beyond the sealing date or date of arrest, whichever is earliest.
Sealing, Juvenile	5 years (38th Birthday exception)	WI 781(d)	If the record is sealed pursuant to Welfare & Institutions Code section 781 and the juvenile was determined to be a person described by section 601 W&I, the record shall be destroyed after the listed time period has elapsed beyond the sealing date. If the juvenile was determined to be a person described in section 602 W&I, then the record shall be destroyed after the juvenile's 38th birthday.
Sex/Narcotics Registration Files	Indefinite	PC 290(d)(5), GC 26202	Only those registrant files falling under section 290(d)(1) PC (Juvenile) may be destroyed. If the files are electronically retained, the original files may be destroyed after 2 years.
Subpoena Duces Tecum	2 years	GC 26202	A copy of the SDT and any documents sent in response to the subpoena shall be retained for the listed time period.
Training Bulletins	Indefinite	GC 26202	Training Bulletins disseminated by the Sheriff's Office shall be retained at the Academy indefinitely for litigation reasons.

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Training Records, Academy Cadet	Indefinite/ 6 years	GC 26202	The following documents should be retained indefinitely: Final Cadet Rating Sheet, Staff Evaluations, any disciplinary documentation, POST Academic Tracking Sheet, & any other document deemed to be of importance. These documents should be destroyed after 6 years: Peer Reviews, Memorandums, Test scan sheets, and any other documents that are deemed to have no useful value.
Training Records, In-service, Academy	T + 6 years	GC 26202	Files containing deputies' internal and external training shall be retained for 6 years after the employee has terminated/retired.
Warrants, Served	6 months	GC 26201	Original warrants are kept with the Court. Once they are served, the copies serve no useful purpose.
Warrants, Unserved	Until served, recalled or purged by the Court	GC 26201	The Court may recall Felony Warrants after 10 years; Misdemeanor Criminal Warrants after 5 years; Traffic Warrants after 5 years. Warrants cannot be destroyed unless the Court has issued a recall.
Weapons Database	Indefinite	GC 26202	Inventory of Departmentally owned weapons shall be retained indefinitely.

C = Current Year
GC = Government Code
H&S = Health & Safety Code
PC = Penal Code
T = Terminated
W&I = Welfare and Institutions Code

Restoration of Firearm Serial Numbers

808.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines. This policy complies with Penal Code § 11108.9.

808.2 PROCEDURE

Any firearm coming into the possession of the Ventura County Sheriff's Office as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

808.2.1 PRELIMINARY FIREARM EXAMINATION

- (a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents.
- (b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.
- (c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.
- (d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

808.2.2 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the property form that serial numbers have been removed or obliterated.

808.2.3 DEPUTY RESPONSIBILITY

The Property Room personnel receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence.

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808.2.4 DOCUMENTATION

Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

808.2.5 FIREARM TRACE

After the serial number has been restored (or partially restored) by the criminalistics laboratory, the Property Room Personnel will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and forward the form to the NTC in Falling Waters, West Virginia or enter the data into the ATF eTrace system.

808.3 BULLET AND CASING IDENTIFICATION

Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

Destroyed Firearms

809.1 PURPOSE AND SCOPE

This policy establishes protocol for members handling requests from the public reference destroyed firearms.

809.2 PROCEDURE

Any request or call for service from the public reference destroyed firearms will be handled in the following manner:

1. Determine if the firearm(s) have been damaged (beyond the ability to be repaired) or destroyed, then conduct a safety inspection. If the firearm(s) still have components that could be used to make a firearm or MAY contain rounds, always keep the muzzle pointed in a safe direction.
2. Confirm the owner has registered the firearm(s) with DOJ, if it is not, the owner does not report the destroyed firearm to Cal DOJ. To ensure this, clear all firearm(s) through Sheriff's Records.
3. Provide the owner with the "California Department of Justice/Bureau of Firearms ***Notice o f No Long er in Possessi on***" form (BOF 4546) or refer them to the California DOJ/Bureau of Firearms website <https://oag.ca.gov/firearms>. The form can be located on the Sheriff's Intranet under "Forms." The registered owner is to complete the form and mail it to the listed address. The owner will need to provide an explanation to Cal DOJ reference the circumstances of the destruction of the firearm(s) on an attached sheet. The ***Notice o f No Lo nger in Possession*** form provides detailed instructions for the registered owner.
4. If the registered owner requests we destroy the firearm(s) for them, the deputy will take the firearm(s) and book them for destruction.
5. The deputy will take a General Offense/Property Report or Incident Report reference the circumstances (i.e. destroyed in fire) of the destroyed firearm(s) and provide the registered owner with the RB#. A report will be completed regardless of whether the firearm(s) are booked for destruction or the registered owner disposes of the firearm(s) themselves. If the firearm is loaded, encourage the owner to relinquish it for safe disposal; however the owner cannot be forced to give up the firearm.
6. Refer to the Forensic Services Bureau/Property Evidence Manual for the proper booking process.
7. It is the registered owner's responsibility to report the loss of the firearm(s) to their respective insurance companies. The insurance companies do not report the loss to Cal DOJ.

Records Maintenance and Release

810.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

810.2 POLICY

The Ventura County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

810.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Sheriff shall designate Custodians of Records . The responsibilities of the Custodian of Records include, but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule including:
 - 1. Identifying the minimum length of time the Department must keep records.
 - 2. Identifying the department division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).
- (g) Determining how the department's website may be used to post public records in accordance with Government Code § 6253.
- (h) Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including, but not limited to, posting in an open format where a record may be retrieved, downloaded, indexed and searched by a commonly used Internet search application.
- (i) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the County of Ventura's website.

810.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any office member who receives a request for any record shall immediately route the request to the Custodian of Records via email to vczd.media@ventura.org and the original request

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shall be immediately brown mailed to L#3310, Records. The Sheriff's Office has ten calendar days to respond (GC 6250).

810.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

- (a) The Department is not required to create records that do not exist.
- (b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain office records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).
- (c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Office shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
 - 1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).
 - 2. If the record requested is available on the County of Ventura's website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided
- (d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).
- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that

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the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.

810.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Social Security numbers (Government Code § 6254.29).
- (c) Personnel records, medical records and similar records which would involve an unwarranted invasion of personal privacy (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
 - 1. Peace officer personnel records are deemed confidential and shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.
 - 2. The identity of any deputy subject to any criminal or administrative investigation shall not be released without the consent of the involved deputy, prior approval of the Sheriff or as required by law.
- (d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).
 - 1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, adult abuse) or their representative shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.
 - 2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
- (e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence or child abuse that depicts the face, intimate body part or voice of a victim of the incident except as provided by Government Code § 6254.4.5.
- (f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating deputies (Evidence Code § 1041; Government Code § 6254).

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1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).
- (g) Local criminal history information including, but not limited to, arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
 1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney pursuant to Penal Code § 1054.5.
- (h) Certain types of reports involving, but not limited to, child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633) and juveniles (Welfare and Institutions Code § 827).
- (i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).
- (j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 6254).
- (k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies and those individuals and their authorized representatives set forth in Vehicle Code § 20012.
- (l) Any record created exclusively in anticipation of potential litigation involving this [department/office] (Government Code § 6254).
- (m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 6254.25).
- (n) Records relating to the security of the department's electronic technology systems (Government Code § 6254.19).
- (o) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code § 6254).
- (p) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 831).

810.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, County Counsel or the courts.

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All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to County Counsel for the Department so that a timely response can be prepared.

810.7 RELEASED RECORDS TO BE MARKED

The first page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

810.8 SEALED RECORD ORDERS (SEALING/EXPUNGEMENT)

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 951.91, Penal Code § 1000.4 or Penal Code § 1001.9, the Records Manager shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

810.9 SECURITY BREACHES

The Sheriff's Systems Bureau shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following:

- Social Security number
- Driver license number or California identification card number
- Account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology

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810.9.1 FORM OF NOTICE

- (a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:
 - 1. The date of the notice.
 - 2. Name and contact information for the Ventura County Sheriff's Office.
 - 3. A list of the types of personal information that were or are reasonably believed to have been acquired.
 - 4. The estimated date or date range within which the security breach occurred.
 - 5. Whether the notification was delayed as a result of a law enforcement investigation.
 - 6. A general description of the security breach.
 - 7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.
- (b) The notice may also include information about what the Ventura County Sheriff's Office has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).
- (c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):
 - 1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the [Department/Office] in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
 - 2. When the breach involves an email address that was furnished by the Ventura County Sheriff's Office, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

810.9.2 MANNER OF NOTICE

- (a) Notice may be provided by one of the following methods (Civil Code § 1798.29):
 - 1. Written notice.
 - 2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
 - 3. Substitute notice if the cost of providing notice would exceed \$250,000, the number of individuals exceeds \$500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - a) Email notice when the Department has an email address for the subject person.

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- b) Conspicuous posting of the notice on the department's webpage for a minimum of 30 days.
- 4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.
- (b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

Protected Information

812.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Ventura County Sheriff's Office. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

812.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Ventura County Sheriff's Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

812.2 POLICY

Members of the Ventura County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

812.3 RESPONSIBILITIES

The Sheriff shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records, Law Enforcement Information Exchange (LinX), SmartJustice, and California Law Enforcement Telecommunications System (CLETS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.
- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

812.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Ventura County Sheriff's Office policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check and DOJ LiveScan clearance, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

812.4.1 RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION (CORI)

CORI is further defined as any/all arrest or citations regardless of the issuing agency. Only the persons listed below are authorized to release CORI. Each authorized person releasing CORI is responsible to ensure that each request granted appears legitimate and that the requester is an authorized recipient with a right and need to know.

- (a) Records Bureau Manager
- (b) Regular employees of the Records Bureau

812.4.2 RELEASE OF CORI TO FIELD PERSONNEL

Personnel shall not have access to CORI until a background investigation and DOJ LiveScan clearance has been completed and approved.

CORI shall not generally be transmitted by radio, cellular phone, or through unauthorized, unsecured, and unencrypted computer terminals to field personnel or vehicles except in cases where circumstances reasonably indicate that the immediate safety of the deputy or the public are at significant risk. Examples of situations where the transmission of summary criminal history information would be justified include a hostage situation or an armed suspect however a routine investigation or traffic enforcement stop would not be sufficient justification.

Nothing in this procedure is intended to prohibit broadcasting warrant information concerning wanted persons.

812.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Bureau for information on how to submit a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Bureau to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

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Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any unauthorized, unsecured, and unencrypted computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of deputies, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

812.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

812.6 SECURITY OF PROTECTED INFORMATION

The Sheriff will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Sheriff and appropriate authorities.

812.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

812.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

812.7.1 COMPUTER TERMINAL SECURITY

Computer terminal equipment capable of providing access to automated criminal offender record information is located in designated department work areas, laptops and vehicles.

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No employee shall be authorized to operate computer terminal equipment with access to protected information until the operator has completed the appropriate training.

812.7.2 DESTRUCTION OF PROTECTED INFORMATION

When any document providing protected information has served the purpose for which it was obtained, it shall be destroyed by shredding.

Each employee shall be responsible for destroying the CORI documents they receive.

812.7.3 CUSTODIAN OF CRIMINAL RECORDS

The Support Services Assistant Sheriff or his designee will ensure that he/she makes the appropriate applications and notifications to the California Department of Justice regarding the Department's Custodian of Criminal Record appointments, per the requirements of Penal Code § 11102.2.

This subsection is not intended to interfere with any other employee acting as a custodian of records for other statutory purposes but is narrowly tailored to address issues of criminal history records.

The Records Bureau manager, unless otherwise directed by the Support Services Assistant Sheriff, shall be the Department's official Custodian of Criminal Records. The Custodian of Criminal Records shall be responsible for the security, storage, dissemination and destruction of criminal records, and will serve as a primary contact for the California Department of Justice for any related issues. The Support Services Assistant Sheriff may appoint other department employees to the role of Custodian of Criminal Records, who will share the same responsibilities regarding specific criminal records.

812.8 PENALTIES FOR MISUSE OF RECORDS

Penal Code §§ 11140 and 11144 make it a misdemeanor to furnish, buy, receive, or possess Department of Justice rap sheets without authorization by a court, statute, or case law.

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

It is a misdemeanor to furnish, buy, receive or possess local criminal history information without authorization by law (Penal Code § 13303).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

Title 11, California Administrative Code § 702 provides that authorized persons or agencies violating the Regulations Regarding the Security of Criminal Offender Record Information in California may lose direct access to CORI maintained by the California Department of Justice.

Driver's Privacy Protection Act is any person who knowingly obtains, discloses, or uses personal information from a motor vehicle records for purposes not under the Driver's Protection Act shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court (Title 18 of the United States Code, Section 2721-2725).

Divulging the content of any criminal record to anyone other than authorized personnel is a violation of Policy Manual § 340.3.7(a).

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Employees who obtain, or attempt to obtain, information from the department files other than that to which they are entitled in accordance with their official duties is a violation of Policy Manual § 340.3.7(a).

812.9 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

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Chapter 9 - Custody

SEARCHING FEMALES

903.1 PURPOSE

To establish the criteria under which male employees may search females.

903.2 PROCEDURE

- (a) When a female deputy is not available within a reasonable timeframe, a search for weapons or items that may be used as weapons may be conducted in an appropriate manner. Whenever possible, and when officer safety and time allows, the following options should be pursued prior to conducting any search of a female:
 - 1. Notify a Field Supervisor.
- (b) If it becomes necessary for a male to search a female, it would be preferable to have a witness present in the following order:
 - 1. A female department member.
 - 2. A male department member.
 - 3. A female witness who is not part of, or connected to, the detention / arrest situation.
- (c) If possible, tape-record the contact and any subsequent search
- (d) Officer safety is the first priority and the amount of time available to secure a witness will vary from case to case, and may necessitate performing the search without a witness. Clearly, the intent of having a witness is to allow the employee an opportunity to defend any potential complaints of impropriety.
- (e) When a male member of the Department performs a search, pat down or frisk of a female, the Department member performing the search shall fully document the circumstances and witness information, if any, on any report written as a result of the stop or arrest. At the earliest opportunity, the deputy who conducted the search shall notify a field supervisor of the incident. If no report is required, a memorandum shall be completed, before the completion of the shift, which contains all relevant facts. The memo shall be directed to the Unit Captain.

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Chapter 10 - Personnel

Grievance Procedure

1006.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our department's philosophy is to promote a free verbal communication between employees and supervisors.

1006.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or dispute involving the interpretation or application of any of the following documents by the person(s) affected:

- (a) The employee bargaining agreement (Memorandum of Agreement)
- (b) This Policy Manual
- (c) County rules & regulations covering personnel practices or working conditions

Grievances may be brought by an individual affected employee or by a group representative.

1006.2 PROCEDURE

Grievance procedures are outlined in the Memorandums of Agreement established between individual bargaining units and the County of Ventura. Procedures are different in each Memorandum of Agreement. Refer to the appropriate Memorandum of Agreement for details. They can be located online at <http://portal.countyofventura.org/portal/page/portal/HumanResources/MOA>

Reporting of Employee Convictions

1010.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Office of any past and current criminal convictions.

The Administration Supervisor shall submit in a timely manner a notice to the Commission on Peace Officer Standards and Training (POST) of any appointment, termination, reinstatement, name change or status change regarding any peace officer, reserve peace officer, public safety dispatcher and records supervisor employed by this office (11 CCR 1003).

The Administration Supervisor shall submit in a timely manner a notice to POST of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this office or a former peace officer if this office was responsible for the investigation (11 CCR 1003).

1010.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1010.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendere plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this office may be inherently in conflict with law enforcement duties and the public trust.

1010.4 REPORTING PROCEDURE

All members of this office and all retired deputies with an identification card issued by the Office shall promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

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All members and all retired deputies with an identification card issued by the Office shall further promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1010.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the employee's own resources and on the employee's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned or disciplined. The Office may, but is not required to return an employee to a new assignment, reinstatement of an employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

Communicable Diseases

1016.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for department personnel to assist in minimizing the risk of contracting and/or spreading communicable diseases and to minimize the incidence of illness and injury. The policy will offer direction in achieving the following goals:

- (a) To manage the risks associated with blood borne pathogens (BBP), aerosol transmissible diseases, and other potentially infectious substances.
- (b) To assist department personnel in making decisions concerning the selection, use, maintenance, limitations, storage, and disposal of personal protective equipment (PPE).
- (c) To protect the privacy rights of all department personnel who may be exposed to or contract a communicable disease during the course of their duties.
- (d) To provide appropriate treatment and counseling should an employee be exposed to a communicable disease.

1016.2 PROCEDURES FOR EXPOSURE TO BLOOD, BODILY FLUIDS OR AEROSOL TRANSMISSIBLE DISEASES

All department personnel who are exposed to another person's blood, bodily fluids or an aerosol transmissible disease (e.g., during an altercation or while attending to any injured person) shall follow these procedures and guidelines.

Exposure to blood or other potentially infectious materials includes, but is not limited to, the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts or abrasions or any exposure that otherwise qualifies under Health and Safety Code § 121060.1 or 8 CCR § 5193.

Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

- (a) An employee has been exposed to an individual who is a case or a suspected case of a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.
- (b) The exposure occurred without the benefit of applicable exposure controls required by this policy.
- (c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

1016.2.1 UNIVERSAL PRECAUTIONS

All human blood and body fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between body fluid types, all body fluids are to be assumed potentially infectious. If an aerosol transmissible disease is known or suspected, airborne precautions (N-95 respirator/mask) should be utilized.

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1016.2.2 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is the last line of defense against communicable disease. Therefore, the following equipment is provided for all personnel to assist in the protection against such exposures:

- Not less than two pair disposable latex gloves. (Keeping a box in the car recommended.)
- Safety glasses or goggles
- Rescue mask with a one-way valve
- Alcohol (or similar substance) to flush skin at emergency site. (Keeping several alcohol hand wipes in the car recommend)
- N-95 respirator/mask

1016.2.3 IMMUNIZATIONS

All department personnel who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization. Pursuant to CCR T8 §5193 and §5199, the department is required to keep records of vaccinations received or declined.

1016.2.4 WORK PRACTICES

All personnel shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or body fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items (e.g., evidence, transportation vehicle) soiled with blood or other body fluids. Should one's disposable gloves become contaminated with blood or other body fluids, the gloves shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books, and personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

All procedures involving blood or other potentially infectious materials shall be done in a way to minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

1016.3 DISPOSAL AND DECONTAMINATION

The following procedures will apply to the disposal and decontamination after responding to an event that involved contact with a person's blood or body fluids, and/or aerosol transmissible diseases:

1016.3.1 USE OF WASTE CONTAINERS

Deputies shall dispose of biohazard with the on-scene fire response vehicle, or at the attending clinic/hospital with their approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leak proof, red in color or appropriately labeled with a biohazard warning and routinely emptied.

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1016.3.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Personnel shall wash their hands immediately (on-scene if possible), or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If an employee's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant, as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee's skin are contaminated, the employee shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required.

All hand, skin, and mucous membrane washing that takes place in the station shall be done in a designated cleaning or decontamination area. Cleaning shall not be done in the kitchen, bathrooms, or other locations not designated as the cleaning or decontamination area.

1016.3.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

All personnel shall avoid using or holding sharps (needles) unless needed to do so while assisting a paramedic, or collecting them for evidence. Unless required for evidentiary reasons related to evidence preservation, employees are not to recap sharps. Disposal, when possible, shall be into a puncture proof biohazard container.

All sharps and items that cut or puncture (e.g., broken glass, razors, and knives) shall be treated cautiously to avoid cutting, stabbing, or puncturing one's self or any other person. In addition, if a sharp object contains known or suspected blood or other bodily fluids, that item is to be treated as a contaminated item. If the item is not evidence, touching it with the hands shall be avoided. Rather, use a device such as tongs, or a broom and a dustpan to clean up debris. If the material must be hand held, protective gloves must be worn.

1016.3.4 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (gloves, dressings, CPR mask) shall be transported with the patient or suspect in the ambulance or sheriff's vehicle. The waste material shall then be disposed of in a biohazard waste container at the hospital or sheriff's station. Disposable gloves are to be worn while placing the waste into the waste biohazard container, placing the gloves in with the waste when through.

1016.3.5 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT

After using any reusable personal protective equipment, it shall be washed or disinfected and stored appropriately. If the personal protective equipment is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in Policy Manual § 1016.3.4.

Any personal protective equipment that becomes punctured, torn, or loses its integrity, shall be removed as soon as feasible. The employee shall wash up and replace the personal protective equipment if the job has not been terminated. If this situation resulted in a contaminated non-intact skin event, Policy Manual § 1016.3.2 shall be implemented.

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Contaminated reusable personal protective equipment that must be transported prior to cleaning it shall be placed into a biohazard waste bag and transported in the ambulance, paramedic truck or sheriff's vehicle. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container, and then included in with the waste.

1016.3.6 DECONTAMINATION OF VEHICLES

Contaminated vehicles and components such as the seats, radios, and doors shall be washed with soap and warm water and disinfected with an approved germicide as soon as feasible.

1016.4 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the employee(s).

1016.4.1 EMPLOYEE RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatments should exposure occur, all employees shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the employee's immediate supervisor. Additionally, employees should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

1016.4.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name of the employee(s) exposed.
- (b) Date and time of incident.
- (c) Location of incident.
- (d) What potentially infectious materials were involved.
- (e) Source of material or person.
- (f) Current location of material or person.
- (g) Work being done during exposure.
- (h) How the incident occurred or was caused.
- (i) PPE in use at the time of the incident.
- (j) Actions taken post-event (e.g., clean-up, notifications).

The supervisor shall advise the employee of the laws and regulations concerning disclosure of the identity and infectious status of a source, and Policy § 1016.5, which addresses source testing.

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It is the responsibility of the exposed employee's supervisor to ensure testing is sought (Policy § 1016.5).

1016.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Any employee who was exposed or who suspects he/she was exposed to HIV or to hepatitis B or C should be seen by a physician or qualified health care provider as soon as possible. The doctor or qualified health care provider should be provided with the supervisor's report and the employee's medical records relevant to the visit and examination. The blood of the exposed employee shall be tested.

The health care professional will provide the County's Risk Manager with a written opinion/evaluation of the exposed employee's medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the employee.
- If the employee received a post-exposure treatment.
- Confirmation that the employee received the evaluation results.
- Confirmation that the employee was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required.
- Whether communicable disease testing from the source is warranted, and if so, which diseases should the testing include.

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

1016.4.4 COUNSELING

The Department shall provide the exposed employee (and his/her family if necessary) the opportunity for counseling and consultation.

1016.5 SOURCE TESTING

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed employee or when it is otherwise appropriate.

There are five methods to obtain such testing. It is the responsibility of the employee's supervisor, in conjunction with the appropriate health care professional, to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when an employee is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B and hepatitis C testing (Health and Safety Code § 121060 et seq.).
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.

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- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when an employee of the Ventura County Sheriff's Office qualifies as a crime victim (Penal Code § 1524.1).

1016.5.1 EXPOSURE FROM A NON-ARRESTEE

Upon notification of an employee's exposure to a person who was not arrested, the employee's supervisor should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

- (a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or his/her authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C and other communicable diseases the health care provider deems appropriate.
- (b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to the Exposure Control Report.
- (c) The results of the tests should be made available to the source and the exposed employee. If consent is not obtained, the ECO should promptly consult with County Counsel and consider requesting that a court order be sought for appropriate testing.

1016.5.2 EXPOSURE FROM AN ARRESTEE

Upon notification of an exposure to an employee by a person who was arrested, the employee's supervisor should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).
- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the County Health Officer with a copy of the Exposure Control Report by the end of the employee's shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed employee's name should not appear on this form.
- (d) Remain in contact with the County Health Officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the employee.
- (e) The results of the tests should be made available to the donor and the exposed employee.
- (f) Notify Occupational Health Services and advise the Nurse Practitioner of the employee exposure.

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Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the County Health Officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed employee is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

Personnel Complaint Procedure

1020.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members and employees of this department.

1020.1.1 PERSONNEL COMPLAINTS DEFINED

Personnel complaints consist of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law.

Inquiries about employee conduct which, even if true, would not qualify as a personnel complaint may be handled informally by a department supervisor and shall not be considered complaints.

The department believes that a relationship of confidence and trust with the public is essential to effective law enforcement. Deputies are often faced with a difficult task, they:

- must enforce the law in a fair and impartial manner and still protect the rights of all parties involved
- come into contact with people under the most stressful of circumstances and yet must remain patient and courteous
- must exercise good judgment at all times though they are often called upon to make split-second decisions.

Deputies must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. Likewise they have a special obligation to meticulously respect the rights of all persons.

The department acknowledges its responsibility to establish a system of complaint and disciplinary procedures that will subject personnel to corrective action when they conduct themselves improperly. The department welcomes from the public constructive criticism and valid complaints against its members and procedures. In addition to providing the public with a procedure to present their legitimate complaints, this system is designed to protect employees from false charges and unwarranted criticism.

Any person, regardless of age, race, religion, sex, sexual orientation, national origin, or political affiliation, wishing to lodge a complaint regarding an employee of the Ventura County Sheriff's Office, may do so through contact with any member of this department or through any other police agency for relay to this department. Complaints may be verbal, either in person or by phone, or in written form. It is preferable that the "Citizen's Complaint Form" be utilized by members of the public and other law enforcement agencies if at all possible; however, any form is acceptable.

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1020.2 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1020.2.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be maintained at Sheriff's Human Resources, sub-stations and bureaus, and on the Sheriff's Internet site.

1020.2.2 SOURCE OF COMPLAINTS

- (a) A department employee who becomes aware of alleged misconduct shall immediately notify a supervisor.
- (b) A supervisor who receives a complaint from any source alleging misconduct of an employee which, if true, could result in disciplinary action.
- (c) Anonymous complaints and third party complaints made to a department member.

1020.2.3 RECEIPT AND EVALUATION OF COMPLAINT

Any employee of this department receiving a personnel complaint, or wishing to initiate one, shall submit it in writing on a memorandum form and direct it to their immediate supervisor. If that supervisor is named in the complaint, the memorandum shall be directed to the next person in the chain of command.

- (a) If the complaint is submitted in writing, the original Citizen Complaint Procedure cover letter and a copy of the complainant's statement shall be provided to the complaining party at the time the complaint is made. Additionally, the department member receiving the written complaint shall sign and date the bottom of each form prior to giving the copy to the complainant.
- (b) If the complaint is verbal (in person or by telephone) the person receiving the complaint shall put it in writing and forward to his or her immediate supervisor as soon as possible. In the event the complaint involves the immediate supervisor, the information shall be forwarded to the next person in the chain of command. The supervisor or manager who receives the complaint shall ensure it is forwarded to the Professional Standards Bureau for processing. A Citizen Complaint Procedure cover letter with the department member's name and the date shall be attached to the statement and a copy retained by the Professional Standards Bureau.
- (c) The Professional Standards Bureau shall track each complaint by the I.A. number assigned to all cases.

1020.2.4 COMPLAINT DOCUMENTATION

Formal complaints of alleged misconduct shall be documented by a supervisor on a personnel complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

When a personnel complaint form is completed in person, the complainant should legibly write a detailed narrative of his/her complaint. If circumstances indicate that this is not feasible, the complaint may be dictated to the receiving supervisor. In an effort to ensure accuracy in any complaint, it is recommended that a recorded statement be obtained from the reporting party. A refusal by a party to be recorded shall not alone be grounds to refuse to accept a complaint. Whether handwritten or dictated, the complainant's signature should be obtained at the conclusion of the statement. However, a signature is not necessary to file a complaint. The complainant should be provided with a copy of his/her own original complaint per Penal Code § 832.7.

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1020.3 SUPERVISOR RESPONSIBILITY

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation. Moreover, supervisors shall also maintain the ability to engage in the interrogation of an employee in the normal course of duty, counseling, instruction, or informal verbal admonishment, or other routine or unplanned contact (Cal. Govt. Code 3303(i)).

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate supervisor.

All alleged violations of law, civil rights, or violations of department policy or procedures shall be sent through channels to Support Services Professional Standards, Internal Affairs for investigation or assignment by the Internal Affairs Bureau Captain.

- (a) After review, the Internal Affairs Captain or designee shall assign the investigative responsibility. If the alleged misconduct is criminal in nature, the complaint shall be forwarded to the Major Crimes Captain who will direct the criminal investigation and submit the case to the district attorney for review as necessary.
- (b) Upon completion of any criminal investigation, the investigation and conclusion will be submitted to the Internal Affairs Captain who will then direct the administrative investigation. At the direction of the Support Services Commander or designee, an administrative investigation may be conducted at the same time as the criminal investigation, provided that both investigations are kept separate. The administrative investigation will be confidential with the Professional Standards Bureau maintaining the file.
- (c) The Bureau Commander to which the employee is assigned shall be notified by the Internal Affairs Commander or Captain when an investigation is opened or closed unless confidentiality is critical to the success of the investigation.
- (d) A supervisor dealing with an accused employee shall ensure that the procedural rights of the employee are followed pursuant to Government Code § 3303, et seq.

1020.4 ALLEGATIONS OF CRIMINAL CONDUCT

When an employee of this department is accused of potential criminal conduct, a Major Crimes detective shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Sheriff or designee shall be notified as soon as practical when an employee is formally accused of criminal conduct. In the event of serious criminal allegations, the Sheriff may request a criminal investigation by an outside law enforcement agency.

An employee accused of criminal conduct shall be provided with all rights and privileges afforded to any member of the public and the employee may not be administratively ordered to provide any information to a criminal detective.

No information or evidence administratively coerced from an employee may be provided to a criminal detective.

Any law enforcement agency is authorized to release information concerning the arrest or detention of a peace officer, which has not led to a conviction, however, no disciplinary action, other than paid administrative leave shall be taken against the accused employee based solely on an arrest or crime report (Labor Code § 432.7(b)). An independent

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administrative investigation shall be conducted based upon the allegations in the report in accordance with department policy.

1020.5 ADMINISTRATIVE INVESTIGATION OF COMPLAINT

Whether conducted by a supervisor or an assigned member of the Professional Standards Bureau, the following procedures shall be followed with regard to the accused employee(s) for all formal complaints:

- (a) Interviews of accused employees shall be conducted during reasonable hours and, if the employee is off-duty, the employee shall be compensated (Government Code § 3303(a)).
- (b) No more than two interviewers may ask questions of an accused employee (Government Code § 3303(b)).
- (c) Prior to any interview, an employee shall be informed of the nature of the investigation (Government Code § 3303(c)).
- (d) All interviews shall be for a reasonable period and the employee's personal needs shall be accommodated (Government Code § 3303(d)).
- (e) No employee shall be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator (Government Code § 3303(e)).
- (f) Absent circumstances preventing it, the interviewer should record all interviews of employees and witnesses in all Formal Complaint Investigations. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview (Government Code § 3303(g)).
- (g) In all Formal Complaint Investigations, the employee shall be advised of his/her Constitutional rights pursuant to *Lybarger*. This admonishment shall be given administratively whether or not the employee was advised of these rights during any separate criminal investigation. (Government Code § 3303(h)).
- (h) All employees subjected to interviews that could result in punitive action shall have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
- (i) All employees shall provide complete and truthful responses to questions posed during interviews.
- (j) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

1020.5.1 ADMINISTRATIVE SEARCHES

An employee of this department **may be** administratively ordered to submit to a blood, breath, or urine test for alcohol and drugs when the employee is found to be exhibiting objective symptoms of intoxication or drug influence while on duty.

The use of compelled testing results shall be restricted to the administrative investigation.

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Any employee may be compelled to disclose personal financial information pursuant to proper legal process; if such information tends to indicate a conflict of interest with official duties, or, if the employee is assigned to or being considered for a special assignment with a potential for bribes (Government Code § 3308).

Employees shall have no expectation of privacy when using telephones, computers, radios or other communications provided by the department.

Assigned lockers and storage spaces may only be administratively searched in the employee's presence, with the employee's consent, with a valid search warrant or where the employee has been given reasonable notice that the search will take place (Government Code § 3309).

All other departmentally assigned areas (e.g., desks, office space, assigned vehicles) may be administratively searched by a supervisor, in the presence of an uninvolved witness, for non-investigative purposes. (e.g., obtaining a needed report or radio). An investigative search of such areas shall only be conducted upon a reasonable suspicion that official misconduct is involved.

1020.6 DISPOSITION OF PERSONNEL COMPLAINTS

Each allegation shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.5(c)).

Exonerated - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

Not Sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Abated - Due to lack of merit; the complainant withdraws the complaint or refuses to cooperate with the investigation, and/or there is insufficient evidence or alternative sources of information to pursue the matter further.

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1020.7 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 90 days from the date of discovery by an individual authorized to initiate an investigation. In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1. If the nature of the allegations dictate that confidentiality is necessary to maintain the integrity of the investigation, the involved employee(s) need not be notified of the pending investigation unless and until the employee is interviewed or formally charged within one year of discovery.

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All investigations shall be reviewed by the Professional Standards commander upon completion. Additionally, all investigations with a sustained allegation should be forwarded through the chain of command to the commander of the involved employee(s).

Once received, the Sheriff or designee may accept or modify the classification and recommendation for disciplinary action contained in the report.

Within 30 days of the final review by the Sheriff or designee, written notice of the findings shall be sent to the complaining party. This notice shall indicate the findings, however, will not disclose the amount of discipline, if any imposed. The complaining party should also be provided with a copy of his/her own original complaint (Penal Code § 832.7).

Any complaining party who is not satisfied with the findings of the department concerning their complaint may contact the Sheriff or designee to discuss the matter further.

1020.7.1 CONFIDENTIALITY OF PERSONNEL FILES

All investigations of personnel complaints shall be considered confidential peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel except pursuant to lawful process.

In the event that an accused employee (or the representative of such employee) knowingly makes false representations regarding any internal investigation and such false representations are communicated to any media source, the department may disclose sufficient information from the employee's personnel file to refute such false representations (Penal Code § 832.5).

All formal personnel complaints shall be maintained for a period of no less than five years. (Penal Code § 832.5) All non-citizen (e.g., those that originate internally) initiated complaints shall be maintained no less than two years (Government Code § 34090 et seq.).

All complaints shall be maintained by the Professional Standards Bureau apart from the employee's personnel file.

If the complaint is sustained, the Sheriff or his designee will direct the action to be taken in accordance with the procedures set forth in the Ventura County Personnel Rules and Regulations.

1020.7.2 EMPLOYEE RESPONSE

If discipline is imposed as the result of an internal investigation, employees desiring to appeal or grieve the proposed discipline shall follow the procedures set forth in their respective MOA, County Personnel Rules and Regulations, and Policy Manual § 340 (Disciplinary Policy).

Nothing set forth herein shall be considered to restrict the right of management to take immediate disciplinary action when it is deemed appropriate. The foregoing is merely a summary and employees should refer to their respective Memorandum of Agreement or the County Personnel Rules and Regulations for a comprehensive explanation of the appeal process and the individual responsibility required of an appellant in that process.

Seat Belts

1022.1 PURPOSE AND SCOPE

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt and child safety seat use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all employees operating or riding in department vehicles (Vehicle Code § 27315.5).

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1022.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off- duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1022.3 TRANSPORTING PRISONERS

Whenever possible, prisoners should be secured in the prisoner restraint system in the rear seat of the patrol vehicle or, when a prisoner restraint system is not available, by seat belts. The prisoner should be in seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

- (a) This order does not apply to prisoners/passengers on Sheriff's transportation buses or vans or to prisoners with physically disabling or medical conditions which would prevent the proper utilization of factory installed safety belts.
- (b) If the prisoner is so combative as to create a potential for injury to the officer or prisoner, the belt need not be used until the prisoner can be restrained safely.

Caution: Prisoners who are handcuffed in front have the ability to release the handcuffs using the safety restraints latch plate.

1022.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363)

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Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

1022.5 INOPERABLE SEAT BELTS

No person shall operate a department vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Sheriff.

Employees who discover a nonoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Body Armor

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1024.2 POLICY

It is the policy of the Ventura County Sheriff's Office to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1024.3 ISSUANCE OF BODY ARMOR

The Administration supervisor shall ensure that body armor is issued to all deputies when the deputy begins service at the Ventura County Sheriff's Office and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Administration supervisor shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1024.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Deputies shall only wear agency-approved body armor.
- (b) Deputies shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Deputies may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action. Deputies are also excused from wearing body armor in a detention environment.
- (d) Body armor shall be worn when a deputy is working in uniform in the field.
- (e) A deputy may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1024.3.2 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should be cared for, cleaned, and stored pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

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Body Armor

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

Peace Officer Personnel Files

1026.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to personnel files in accordance with established law. It is the policy of this department to maintain the confidentiality of personnel records pursuant to Penal Code § 832.7.

1026.2 PERSONNEL FILES

Pursuant to Penal Code § 832.8, All official department records pertaining to a member's activities before or during employment are to be maintained in the Support Services Division, under the control of the applicable bureau and its commander.

- (a) In general, personnel files are confidential and may only be accessed, with certain limitations, by the department member. Upon submission of a signed waiver of release, a member may authorize his or her designee access to allowable files. The waiver must be specific as to the records to which the member is granting access.
- (b) Members desiring copies of accessible information contained within their files may request duplicates by stating their need and reason to the appropriate Support Services commander.
- (c) No person may have access to a member's personnel files, except as authorized below for the purposes of investigation, awards, additions, maintenance, or other necessary duties. A personnel file may not be removed from Support Services without the approval and supervision of the Human Resources Bureau Manager.
- (d) Peace officer personnel files are accessible by court order, which must be in the form of a "Pitchess Motion". Usually the files requested are only for records of complaints and they are handled in accordance with the department's "Pitchess Motion" procedures.
- (e) No adverse or disciplinary material will be placed in a personnel file without the member first being given an opportunity to read such material. The member will then acknowledge that he or she has read such material by affixing his or her signature on the document, with the understanding that in doing so no admission of concurrence is being made.

1026.2.1 DEPARTMENT PERSONNEL FILES

Personnel records are maintained in four (4) separate files for each member.

- The General Personnel File
 - (a) The general personnel file includes the following and is maintained by Sheriff's Human Resources:
 1. Personnel Action forms;
 2. Appointment papers;
 3. Department disciplinary letters;
 4. Commendations;
 5. Promotion and transfer memos;
 6. Photograph;

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7. Performance reviews;
8. Probationary forms.

Copies of items 1, 2, 3, 7 and 8 are forwarded to County Human Resources.

All items in the general personnel file are maintained as long as the member is employed, plus six (6) years. The exception is any written reprimand, which the member can petition to have removed after two (2) years providing no additional report has occurred in the intervening period.

The general personnel file is accessible by the member during normal business hours. Supervisors may access this file with a bonafide reason consistent with their duties.

- The Medical File
 - (a) The medical file includes the following and is maintained by Sheriff's Human Resources:
 1. Member Medical and injury forms;
 2. Leave of absence request forms;
 3. Physician notes related to injury/illness;
 4. Correspondence from Risk Management;
 5. Personnel Action forms.

The medical file is maintained as long as the member is employed, plus six (6) years.

The medical file is accessible by the member upon request during normal business hours. Supervisors may not access Medical Files.

- Training File
 - (a) The training file includes the following and is maintained by Sheriff's Human Resources:
 1. Training certificates;
 2. College transcripts;
 3. Patrol training manual (scanned);
 4. Training log.

The training file is maintained as long as the member is employed, plus six (6) years.

Members are responsible for ensuring that copies of training certificates and diplomas are forwarded to Human Resources for placement in their training file. This file is accessible by the member upon request during normal business hours. Supervisors may access this file with a bonafide reason consistent with their duties.

- Background File
 - (a) The background file includes the following and is maintained by Sheriff's Human Resources:
 1. Personal History Statement;
 2. Background Investigator's Report;
 3. Reference letters;

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4. Polygraph report;
5. Medical reports;
6. Legal documents, including birth and marriage certificates, transcripts, military documents and government agency mailers.

The background file is maintained as long as the member is employed, plus six (6) years.

Access to this file is not granted to any other person except during the course of an official investigation.

1026.2.2 INTERNAL INVESTIGATION FILES

The internal investigation file includes the following and is maintained in the Sheriff's Professional Standards Internal Affairs Unit:

- (a) Complaint;
- (b) Investigation reports;
- (c) Evidence;
- (d) Tapes;
- (e) Disciplinary letters if applicable.

It is the department's policy to purge all internal investigation files after a period of five years from the completion date. Files subject to litigation may be maintained longer at the discretion of the department.

Upon request to the Internal Affairs Unit Captain, these files may be accessed by members who are the focus of a complaint, the Attorney General's Office, the District Attorney's Office, and the Grand Jury. Other persons may be authorized by the member, who was the focus of the complaint, to review an Internal Investigation file, following a written request submitted by that member.

Specific information not considered in disciplining a member may be deemed confidential and inaccessible to the member or his designee.

Internal Affairs Unit managers must authorize any other access.

1026.2.3 PSYCHOLOGICAL FILES

Prior to March 2001, the department Psychologist maintained these files. These files include the following:

- (a) Pre-employment Screening
 1. Psychological tests and reports;
- (b) Specialized Assignments.
 1. Psychological tests for specialized assignments such as Narcotics Bureau, Bomb Team, SWAT Team, or Hostage Negotiation Team.
- (c) Fitness for Duty reports
 1. The psychological files are maintained as long as the member is employed plus six (6) years.

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2. Psychological tests and results, if administered prior to March 2001, are accessible by each member upon request to the Sheriff, or the Assistant Sheriff. The psychologist's personal notes and therapy records are not accessible.
3. Tests administered after March 2001 belong to the consulting private psychologist who administered the test or conducted the consultation.

1026.2.4 DIVISIONAL PERSONNEL FILES

The divisional personnel file includes the following and is maintained by member's current division:

- A copy of the member's last performance review;
- Monthly evaluation forms;
- Divisional personnel reports;
- Commendations;
- Emergency contact and home address information.

Divisional personnel files shall be purged upon completion of the member's annual performance review unless specific circumstances can be articulated for an additional year of retention.

Upon completion of each member's annual review, the only information remaining in the member's file should be the current annual performance review, emergency contact and home address information.

When a member leaves the division, the divisional personnel file shall be sent to the member's new division, or upon termination, to Sheriff's Human Resources.

The divisional personnel file is accessible by the member during normal business hours through the division's administration. Supervisors may access the divisional file with bonafide reasons consistent with their duties.

1026.2.5 ACADEMY TRAINING FILES

The academy training file includes the following and is maintained, with no purge date, at the Training Center.

(a) Academy Training File

1. Test Scores;
2. Peer evaluations;
3. First reports of injuries;
4. Disciplinary/remediation memos;
5. Research memos;
6. Cadet comment sheets.

(b) In-Service Training File

1. Training files;
2. Range qualification score sheets.

These files may be accessed by the member during normal business hours. Supervisors may access these files with bonafide reasons consistent with their duties.

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1026.2.6 COLLISION REVIEW COMMITTEE FILES

The collision review committee file includes the following and is maintained in Support Services Administration:

- (a) Vehicle Damage/Tow Form;
- (b) Traffic collision report;
- (c) Collision Review Committee meeting synopsis.

Vehicle collision reports are filed by year with an assigned number. They are kept indefinitely for statistical purposes.

Vehicle collision review files are accessible to the member and members of the Collision Review Committee. Refer to Vehicle Damage and Tow, Reporting and Review Procedures, for the policy governing the disposition of vehicle damage and collision reports (Chapter 5, section 510).

1026.3 CONFIDENTIALITY OF ALL PERSONNEL FILES

Pursuant to Penal Code § 832.7, all of the above-defined personnel records shall be deemed confidential and shall not be subject to disclosure except pursuant to the discovery procedures set forth in Evidence Code § 1043, et seq. or in accordance with applicable federal discovery laws. Nothing in this section is intended to preclude review of personnel files by the Ventura County District Attorney or other attorneys or representatives of the County in connection with official business.

1026.4 REQUESTS FOR DISCLOSURE

Only written requests for the disclosure of any information contained in any peace officer personnel record will be considered. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the custodian of records or his/her designee charged with the maintenance of such records.

Upon receipt of any such request, the custodian of records or his/her designee shall notify the affected employee(s) as soon as practicable that such a request has been made (Evidence Code § 1043(a)).

The custodian of records or his/her designee shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this will require assistance of approved and available legal counsel.

All requests for disclosure, which result in access to an employee's personnel file(s), shall be logged in the corresponding file.

1026.4.1 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential peace officer personnel file shall be disclosed to any unauthorized person(s) without the expressed prior consent of the involved deputy or written authorization of the Sheriff or his or her designee.

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146(e)).

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Pursuant to Penal Code § 832.7(e), the disposition of any citizen's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall be limited to the disposition and shall not include what discipline, if any was imposed.

The department may also release any factual information concerning a disciplinary investigation if the deputy who is the subject of the investigation (or the deputy's representative) publicly makes a statement which is published in the media and which the deputy (or representative) knew to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7(d)).

1026.5 EMPLOYEE ACCESS TO OWN FILE

As stated prior, any employee may request access to his/her own personnel file(s) during the normal business hours of the individual(s) responsible for maintaining such file(s). Any employee seeking the removal of any item from his/her personnel file shall file a written request to the Sheriff through the chain of command. The department shall thereafter remove any such item if appropriate or within 30 days provide the employee with a written explanation why the contested item will not be removed (Government Code 3306.5). If the contested item is not removed from the file, the employee's request and the department's written response shall be retained with the contested item in the employee's personnel file.

Employees may be restricted from accessing files containing any of the following information:

- (a) Ongoing Internal Affairs investigations to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the employee of the intent to discipline.
- (b) Confidential portions of Internal Affairs files which have not been sustained against the employee

1026.6 BRADY MATERIAL IN PERSONNEL FILES

The purpose of this section is to establish a procedure for releasing potentially exculpatory information (so-called Brady material) contained within confidential peace officer personnel files.

1026.6.1 DEFINITIONS

Brady Material - In the Brady v. Maryland decision (373 U.S. 83 (1963)) the United States Supreme Court held that the prosecution has an affirmative duty to disclose to the defendant evidence which is both favorable and material to the guilt and/or punishment of the defendant.

The Prosecution - Refers to the District Attorney and all investigative agencies involved in the criminal prosecution of a defendant, including this department.

Penal Code § 1054.1 - California law also establishes a criminal defendant's right to access potentially exculpatory evidence.

1026.6.2 RELEASE OF PERSONNEL FILES TO DISTRICT ATTORNEY

Pursuant to Penal Code § 832.7(a), the only time the District Attorney (Attorney General or Grand Jury) is entitled to access confidential peace officer personnel files without filing a so-called Pitchess motion (Evidence Code § 1043 et seq.) is when they are investigating the conduct of a deputy or this department. Such access shall not be considered a waiver of the confidentiality of the information contained in these files.

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Absent a specific investigation of identified deputy(s) or a specific investigation of this department (or the consent of an involved deputy), no confidential information from any deputy's personnel file shall be released to the District Attorney or Grand Jury without full compliance with the Pitchess process. The prosecution of a criminal defendant is not considered an investigation of any involved deputy.

Should a deputy's credibility or other issues related to a deputy's personnel file arise in the context of a deputy acting as a witness for the prosecution, access to that deputy's personnel file by either the District Attorney or the criminal defendant shall be limited to that which is authorized by the process set forth in Evidence Code § 1043, et seq.

The Ventura County Sheriff's Office has a written agreement with the Ventura County District Attorney's Office regarding internal and external Brady Policy Procedures.

1026.6.3 PROCEDURE

If a deputy is a material witness in a criminal case, a person or persons designated by the Sheriff may examine the subject deputy's personnel file to determine whether there are Brady materials contained therein (e.g., evidence which is both favorable and material to the guilt and/or punishment of the defendant). If Brady material is located, the following procedure shall apply:

- (a) In the event that a Pitchess motion has not already been filed by the criminal defendant or other party, the District Attorney shall be notified of the potential presence of Brady material in the deputy's personnel file
- (b) The District Attorney should be instructed to file a Pitchess motion in order to initiate an in camera review by the court
- (c) As with any Pitchess motion, and prior to any review of the files by the court, subject deputy(s) shall be notified in writing that a Pitchess motion has been filed
- (d) The responsible custodian of records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether or not any material contained in the file is both material and favorable to the criminal defendant
- (e) If the court determines that there is relevant Brady material contained in the file(s), only that material ordered released will be copied and released to the parties filing the Pitchess motion
 1. Prior to the release of any materials pursuant to this process, the custodian of records should request a protective order from the Court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

Transfer Policy

1028.1 PURPOSE AND SCOPE

It is the intent of the department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

Due to the differences in positions held by sworn and professional staff, this policy applies only to sworn personnel. Transfers of professional staff, when such opportunities exist, are at the discretion and approval of the command and executive staff of each respective division.

1028.1.1 GOALS

- To distribute acquired professional expertise throughout the department.
- To provide personnel the opportunity to acquire broad job experience and increased eligibility for a variety of assignments.
- To provide the opportunity for an employee to enhance his/her individual promotability.
- To provide personnel the opportunity for professional growth.
- To improve job efficiency, provide personnel the opportunity to display individual initiative by providing the opportunity for job satisfaction and the vehicle to identify and reward exemplary performance.

1028.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment must complete a Transfer Request Form. The original form should then be forwarded in the manner designated on the posting along with a copy to Sheriff's Human Resources.

No transfer shall be considered without the submittal of a formal transfer request, in accordance with this policy.

Applicants may not be considered for transfer if they have performance or disciplinary issues deemed relevant for the position they are seeking.

Transfer request applications shall be purged and may be renewed annually after January 1st of each successive year.

Trades and/or requests for transfers to non-specialized assignments shall be subject to the provisions of this policy and shall occur as part of other routine transfers. Urgency to meet department needs or because of personal hardships shall be a consideration.

1028.2.1 DEPARTMENTAL GUIDELINES AND CONSIDERATIONS

1. A listing of job descriptions for all classifications/assignments shall be maintained by Human Resources considered non-general custody or general patrol. Descriptions shall identify prerequisite job experience, specialized skills, and personal traits necessary to successfully perform the job along with a general description of the conditions of the work environment.

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Transfer Policy

Each division commander/bureau manager is responsible for monitoring the term length for sworn staff in specialty positions. Factors to consider when deciding to facilitate transfers include, but are not limited to: complexity of assignment/time needed to gain competency, the loss of expertise a transfer will have on the unit/bureau, desire to develop department wide professional expertise, desire to reward initiative/positive performance to those seeking greater opportunity, and the performance of the individual currently holding the position.

2. Establish format for evaluating applicants in filling vacancies within their respective division, subject to review by the Human Resources Bureau.
3. Maintain a transfer request book as the recognized source of personnel to consider in filling divisional vacancies.
4. Remove annually to an inactive file, all transfer requests and evaluation selection documents at the conclusion of each calendar year. These documents shall be maintained subject to inspection by the Human Resources Bureau and shall be purged after one (1) year.
5. Post department-wide, with a minimum of thirteen (13) days notice, a listing of any anticipated vacancies. Posting of anticipated vacancies shall be based on upcoming transfers and anticipated promotions. Personnel should recognize that the timely backfilling of secondary vacancies created through promotions or fulfillment of specialty assignments may not allow time to post notice of vacancy.

1028.3 SELECTION PROCESS

The selection process may vary, based upon the type and number of vacancies. Applicant evaluation shall be part of any selection process and be limited to the most recent five (5) year work history.

- (a) Division Assistant Sheriff may review and consider the following as a part of their selection process:
 1. Personnel files including; performance appraisals, commendations and awards, discipline, sustained complaints.
 2. Job attendance history and sick leave usage.
 3. An audit or prior written exemplars for content and effective communications.
 4. Resumes (limited to two (2) pages), reflecting work history, collateral assignments, education and training.
 5. Skills, training and education applicable to vacant assignment.
 6. Other items, which shall be specifically identified as part of the application evaluation.
- (b) Evaluations may include a personal interview with each applicant at least once each calendar year.
- (c) Selection to fill any vacancy shall be on the basis of proven job competency, exhibited capability and possession of prerequisite skills necessary for position sought. All things being equal, consideration shall be given to seniority within the classification.
- (d) At the conclusion of the evaluation process, the successful applicant(s) shall be recommended for appointment to the Sheriff or his designee who shall make the final decision.

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Transfer Policy

1028.4 HUMAN RESOURCES BUREAU

Exceptions to the provisions of this policy may be granted by the Sheriff, if necessary, to meet identified department needs.

Nothing in this policy shall prevent a bureau manager from exercising his/her discretion and rights as a manager, subject to the review by the division Assistant Sheriff, to remove a staff member from his/her assignment prior to the expiration of his/her term for cause or behavior disruptive to the efficiency of the work environment.

COLLATERAL ASSIGNMENTS

1029.1 PURPOSE AND SCOPE

To establish departmental guidelines for the selection of personnel for collateral assignments throughout the department.

1029.2 BACKGROUND

The department has found that a number of specialized functions can operate most cost effectively as collateral assignments. Personnel train for and carry out specialized function, such as SWAT or Mounted Patrol, in addition to their normal work assignment. Each specialized unit has independent requirements used to evaluate applicants. On occasion, deputies serve on more than one specialized unit, which can potentially have an adverse impact on their primary assignment, or other collateral assignments. To reduce potential conflicts, the following review process shall be observed.

1029.3 REVIEW PROCESS

First Collateral Assignment:

If a deputy wishes to join a specialized collateral unit, he/she must submit a completed copy of the attached Collateral Authorization Memo (http://sheriff1/shfweb2/documents/forms/HR_Collateral_Authorization_Memo.pdf) to his/her respective captain prior to applying for the position. The Collateral Authorization Memo is only an approval to apply for the collateral assignment. The captain will review the memo and the deputy's performance in his/her regular assignment. As both the department and the deputy benefit from collateral assignments, captains should generally be supportive of requests. If the captain authorizes the request, the deputy shall submit a copy of the approved request with the application to the specialized unit.

More than one Collateral Assignment:

Some deputies may wish to participate on more than one collateral team. If the second collateral assignment is not time intensive in terms of training and call out requirements, this may be a reasonable request. An example of this might be a deputy working with the Mounted Unit wishing to join the Honor Guard. The second collateral unit is not time intensive and activation is not likely to conflict with the first collateral assignment. However, having two or more collateral assignments is generally discouraged. The requesting deputy shall complete the Authorization Memo listing his/her current primary assignment, current collateral assignment, and the collateral unit the deputy wishes to join prior to applying for the collateral. The deputy's captain and commander must approve the request. If approved, the signed memo shall accompany the application to the collateral unit.

1029.3.1 SELECTION PROCESS

Prior to final selection, the supervisor responsible for the appointment shall verify with the applicant's respective commander that the approval is still in effect. This will eliminate the potential for any division being adversely impacted by excessive collateral assignments.

Fitness for Duty

1032.1 PURPOSE AND SCOPE

All employees are required to be free from any physical, emotional, or mental condition which might adversely affect their ability to perform their duties.

1032.1.1 SWORN EMPLOYEES

All sworn employees are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all deputies of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1032.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1032.3 SUPERVISOR RESPONSIBILITIES

- (a) Any supervisor observing circumstances indicating that the emotional or mental fitness of an employee may be in question should meet with the employee if to do so will not aggravate the situation. If the meeting does not relieve the supervisor's concern, or no meeting is conducted the supervisor shall prepare a written report and contact his division commander. All information shall be forwarded to the Support Services Assistant Sheriff.
- (b) In circumstances where an employee's conduct directly threatens safety, the supervisor may immediately relieve the employee from duty. In other cases an employee may be relieved from duty or reassigned as necessary for public safety or the efficient operation of the department pending completion of an evaluation.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) The Support Services Assistant Sheriff shall make a determination whether a fitness for duty evaluation is warranted. If an examination is warranted it shall be scheduled for the earliest opportunity.

1032.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use the appropriate time off in order to obtain medical treatment or other reasonable rest period.

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1032.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

The employee will be provided a written order to include:

- (a) A brief description of the reasons for the evaluation.
- (b) The date, time, and place of the examination.
- (c) The name of the evaluator.
- (d) A directive to cooperate with all requests of the physician, therapists or his/her staff and to completely and honestly answer any questions posed.
- (e) A statement that the evaluation is confidential between the employee and the evaluator to the extent required by law. The evaluator will release limited information to the department and the employee may authorize the release of additional information.

1032.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Sheriff or his designee may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Sheriff's Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time, and place for the examination.
- (b) The examining physician or therapist will provide the department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties (Civil Code § 56.10(c)(8)(A)). If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)(B)).
- (c) In order to facilitate the examination of any employee, the department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential medical file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1032.7 EVALUATORS

- (a) Psychological fitness for duty evaluators will meet the following criteria:
 - 1. Licensed psychologist with at least 5 years experience in the diagnosis and treatment of mental disorders.

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2. Possess training and background in psychological test interpretation and law enforcement psychological assessment techniques.
 3. Must be familiar with the literature in police psychology and the essential job functions of a peace officer.
 4. Have knowledge of case law and other legal requirements related to employment and personnel practices.
 5. Have devoted a part of his or her practice to police psychology or worked under the supervision of a police psychologist.
 6. Be prepared by training and experience to qualify as an expert for any proceeding that might arise from the evaluation.
- (b) The department shall maintain a list of pre-qualified outside providers to perform evaluations on a contract basis.
- (c) The department will select a provider from the list in rotation based on reasonable availability.
- (d) In an effort to eliminate any appearance of conflict or bias, any psychologist who has treated, counseled or completed a prior fitness for duty on the subject officer will be skipped in rotation.
- (e) The department psychologist shall coordinate scheduling, provide appropriate information and receive reports from the designated providers.

All statements made to the evaluator shall be considered compelled and shall not be used in a criminal or civil proceeding unless provided by law.

1032.8 ADDITIONAL PROVISIONS

- (a) Refusal to comply with the order or any of its parts or with reasonable requests by the evaluator shall be deemed insubordination and shall be grounds for disciplinary action up to and including termination.
- (b) In order to protect the report from unauthorized use or disclosure, reports shall be maintained in a separate file in the custody of the department approved psychologist who conducted the evaluation. Employees may review the information received by the department from the provider and used to make the fitness determination. Such review shall be by appointment with the psychologist to ensure accurate interpretation of the report.
- (c) The report may only be used or disclosed in a legitimate and appropriate proceeding to the extent authorized or compelled by law or agreement.
- (d) Nothing in this policy shall restrict the ability of the department to order further evaluation, performed by a psychiatrist meeting the above criteria, in cases where the primary evaluation is inconclusive or where deemed necessary for further administrative proceedings.

Meal Periods and Breaks

1034.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all county employees that has been established by the Chief Executive Officer (CEO).

1034.1.1 MEAL PERIODS

Sworn employees and dispatchers shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Uniformed patrol and traffic deputies shall request clearance from Sheriff's Communication Center (SCC) prior to taking a meal period. Uniformed deputies shall take their breaks within his/her assigned work area.

The time spent for the meal period shall not exceed the authorized time allowed.

1034.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the mid point, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the Sheriff's facility shall remain in the Sheriff's facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field deputies will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field deputies take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Sheriff's Communication Center (SCC).

Lactation Break Policy

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (29 USC § 207 and Labor Code §§ 1030-1032).

1035.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207 and Labor Code § 1030).

1035.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Sheriff's Communication Center (SCC) or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1035.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207 and Labor Code § 1031). Please contact the benefits representative in Sheriff's Human Resources for a list of locations within Sheriff's/County facilities.

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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Lactation Break Policy

1035.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

Overtime

1038.1 PURPOSE AND SCOPE

To establish the policies which shall govern the reduction of employee overtime banks.

1038.1.1 POLICY

The following rules shall apply when employees are instructed to reduce their overtime banks:

- (a) Whenever possible compensatory time off shall be given in conjunction with regular days off unless otherwise requested by the employee.
- (b) Employees will be given a minimum of ten (10) calendar days notice prior to scheduled time off. The accommodation of the employee, as well as the department's responsibility to the public, shall be considered when scheduling time off.
- (c) Scheduled compensatory time off shall not be canceled by the Sheriff's Office within (72) hours of its effective date without the consent of the employee.
- (d) The foregoing will not apply in time of emergency.
- (e) Regular scheduling difficulties are not considered emergencies. However, employees who volunteer for overtime and as a result are not available for, or in the opinion of a supervisor, capable of safely working or completing their regular assigned shift, may be assigned compensatory time off at that time.

The following rules shall apply when employees are to be called in from their regular off duty time:

- (a) A supervisor has the authority to call in off duty employees for emergency situations or to meet minimum deployment standards.
- (b) Whenever possible consideration should be given to the employee who has worked the least amount of overtime and/or total hours.

Outside Employment

1040.1 PURPOSE AND SCOPE

The Sheriff's Office regulates the outside employment of employees to avoid situations which may result in conflicts with statutes, judicial decisions, law enforcement ethics or create an adverse effect upon public confidence in county government. In accordance with the provisions of this policy, all outside employment shall be approved prior to the date the employment begins. Failure to obtain prior written approval of outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action. For purposes of this policy, outside employment also includes self-employment.

1040.2 OBTAINING APPROVAL

- (a) An employee shall complete an "Outside Employment Approval Request" (obtained from Sheriff's Human Resources) and submit all copies to his commander. The commander shall approve or deny the request.
 - 1. If approved, the request shall be sent to the Sheriff's Human Resources Bureau where the Support Services Division Commander shall review the form and ensure its placement in the employee's personnel file.
 - 2. If the Request is denied, the form will be returned to the employee who will have the option of appealing the denial to his assistant sheriff. If approved by the assistant sheriff, the request shall be forwarded to the Sheriff's Human Resources Bureau for placement in the employee's personnel file. The decision of the assistant sheriff shall be final.
 - (a) Any employee whose request has been denied shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).
- (b) Employees granted approval for outside employment shall resubmit the "Outside Employment Approval Request" form for renewal of approval:
 - 1. Annually on January 1;
 - 2. Immediately upon any significant change in the specific duties outlined on the approved request; or
 - 3. Upon change of assignment within the department.
 - 4. Any employee engaging in outside employment shall immediately notify their division assistant sheriff, in writing, if outside employment terminates.

1040.2.1 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment may be revoked or suspended under the following circumstances:

- (a) Whenever a supervisor determines an employee's performance is performing below department standards, the division assistant sheriff may, or his designee at his or her discretion, revoke any previously approved outside employment. This revocation will remain in effect until the employee's substandard performance has been corrected.
- (b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline.

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- (c) Whenever an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked.
- (d) Whenever an employee is unable to perform his or her regular duties due to an injury or other condition, any previously approved outside employment may be subject to similar restrictions. These restrictions will remain in effect until the employee is able to return to full duty.

1040.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the department expressly reserves the right to deny any outside employment when the employment:

- (a) Involves the employee's use of departmental time, facilities, equipment (such as the department badge or uniform) or supplies, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee would be required or expected to render in the regular course duty as a member of this department.
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient.

1040.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the area commander in advance of the desired service. Such outside extra duty overtime assignments will be assigned, monitored and paid through the department.

- (a) The applicant will be required to enter into an indemnification agreement prior to approval.
- (b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.
- (c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:
 - 1. The deputy(s) shall wear the departmental uniform and appropriate identification.
 - 2. The deputy(s) shall be subject to the rules and regulations of this department.
 - 3. No deputy may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
 - 4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.

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5. Outside security services shall not be subject to the collective bargaining process.

1040.3.2 SPECIAL RESTRICTIONS

Except under emergency circumstances or with prior approval from the division commander, deputies assigned to narcotics or other covert details shall not work uniformed overtime or other assignments that may compromise the deputy's undercover status.

1040.4 USE OF DEPARTMENT RESOURCES

Employees are prohibited from using department equipment or resources in the course of or for the benefit of any outside employment. This shall include accessing official records or databases of this department or other law enforcement agencies through the use of the employee's status as a deputy sheriff or professional staff.

1040.5 POLICY VIOLATIONS AND DISCIPLINE

Any violation of this policy may result in the imposition of discipline up to and including termination as specified in county rules and ordinances and the Memorandum of Agreement (MOA) between the County of Ventura and the employee's respective union.

Reporting On Duty Injuries And Illnesses

1042.1 PURPOSE AND SCOPE

The purpose of this policy is to provide employees with the proper procedure for documenting and reporting on-duty injuries, deaths, or occupational illnesses to Risk Management, and to ensure employees receive proper medical attention.

1042.2 WORKER'S COMPENSATION FUND REPORTS

1042.2.1 INJURIES REQUIRING MEDICAL CARE

All work related injuries and work related illnesses requiring medical care must be reported to the Risk Management Office and a Worker's Compensation Claim Form (RM 135/DWC-1) shall be provided to the injured employee within 24 hours from the time the injury was discovered, excluding weekends and holidays. The Risk Management (RM-75 Form) and Worker's Compensation Claim Form (RM 135/DWC-1) are both available on the Sheriff's Intranet in one combined PDF document that can be filled out, saved, printed, and submitted automatically via email: http://sheriff1/shfweb2/documents/forms/HR_1st_Report_RM75_RM135_RM505_Forms.pdf

1042.2.2 ACCIDENT DEFINED

Accident - is defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

1042.3 INJURY NOT REQUIRING MEDICAL ATTENTION

Those injuries and illnesses not requiring medical attention shall be recorded on a Supervisor's Report of Injury form. The form (linked below) shall be completed and signed by a supervisor.

http://sheriff1/shfweb2/documents/forms/HR_Supv_Rpt_of_Injury.pdf

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later.

1042.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, an employee's work-related injury results from the negligent or wrongful acts of another, for which the employee, the county, and/or other insurers are entitled to recover civilly. To ensure that the county's interests are protected and that the employee has the benefit of the county's experience in these matters, the following procedure is to be followed:

1042.4.1 EMPLOYEE TO REPORT INITIAL CONTACTS

When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

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Reporting On Duty Injuries And Illnesses

1042.4.2 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than ten (10) days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on duty injury, the employee shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing such written notice to the Sheriff. The purpose of such notice to permit the county to determine whether or not the offered settlement will affect any claim the county may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the county's right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.

Grooming Standards

1044.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, all department members shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1044.2 GROOMING STANDARDS

It is imperative that all employees of this department conform to the highest standard of personal grooming.

All members of the department shall conform to the grooming standards established in this policy unless otherwise approved by the division commander.

1044.2.1 HAIR

Hairstyles of all members shall be neat in appearance.

Male sworn members shall keep their hair neat, clean and properly trimmed. The hair shall be moderately tapered, shall not extend below the top of the collar, nor cover any portion of the ear. Color shall be limited to naturally occurring shades. The hairstyle shall not interfere with the proper wearing of the uniform headgear, nor shall it interfere with the vision in any way.

Male professional staff and volunteers in uniform shall abide by the same hair grooming standard as male sworn members. Any exceptions to this policy must be approved by the division commander.

Male professional staff members who do not wear uniforms shall maintain their hair in a conservative business/professional style. This includes not wearing hair that fully extends past the collar and/or that completely covers the ears. Colors shall be limited to naturally occurring shades.

Female sworn members shall keep their hair in a conservative, neat, contemporary fashion. Color shall be limited to naturally occurring shades. Ornamentation and fasteners (pins, clips, bands, etc.) shall be demure in color, style and size. On-duty uniformed female sworn members whose hair falls below the shoulder line shall secure their hair up, off the collar. Ponytails are not allowed except when worn above the collar. The hairstyle shall not interfere with the proper wearing of the uniform headgear, nor shall it interfere with the vision in any way.

Female professional staff members, both uniformed and non-uniformed, shall keep their hair in a conservative, neat, and contemporary fashion. Color shall be limited to naturally occurring shades.

1044.2.2 MUSTACHES

A short, neatly trimmed and of natural color mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip. The mustache may not extend to the side of the mouth more than one-half inch beyond the corners of the mouth.

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Male professional staff members, both in and out of uniform, shall abide by the same mustache requirement.

1044.2.3 SIDEBURNS

Sideburns shall not extend beyond the point even with the bottom of the earlobe and shall extend in a clean-horizontal line. The flare (terminal portion of the sideburns) shall not exceed the width of the main portion of the sideburns by more than one fourth of the unflared width. The sideburns shall be trimmed and neat in appearance.

1044.2.4 FACIAL HAIR

For male sworn members and male professional staff in uniform, facial hair other than sideburns, mustaches, and eye brows shall not be worn, unless authorized by the Sheriff or designee. Beards shall be permitted only for medical reasons or when authorized due to the nature of an assignment. Neatly trimmed beards and goatees are permissible for male professional staff members not wearing uniforms.

1044.2.5 FINGERNAILS

Male sworn members and professional staff members shall wear their fingernails short and neatly trimmed. Only clear fingernail polish is permitted.

Female sworn members shall not wear fingernails which extend more than 1/4 inch from the tip of the finger. Fingernails shall not be so long that they interfere with the performance of job duties, present a safety hazard or interfere with the safe drawing of the service weapon.

Both uniformed and non-uniformed professional female staff members shall not wear fingernails so long that they interfere with the performance of job duties, draw undue attention, or are out of the norm of a professional/conservative business appearance. Female staff members wearing colored fingernail polish shall use conservative shades, without decals or ornamentation, and it shall not detract from the uniform or a business-like appearance.

1044.2.6 JEWELRY AND ACCESSORIES

Male sworn members and professional staff members shall not wear earrings unless authorized for their assignment or approved by the Sheriff or designee.

Uniformed female sworn members may wear one small earring, no larger than 5mm or 3/16 inches in diameter in each ear while on-duty.

Female professional staff members may wear one pair of earrings that are conservative and business-like in appearance that do not interfere with job duties. Multiple earrings in the same ear are not permitted.

Employees should evaluate the wearing of any ornamentation against the possible safety hazard they represent and the possibility of such items being lost or damaged during the course of duty.

1044.3 TATTOOS

This policy applies to all sworn members, all uniformed professional staff members and professional members who interact with the public. If there is a question as to whether the

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position you occupy involves public interaction, it is advisable that you obtain clarification from your division commander prior to obtaining visible tattoos.

All department members hired after June 3, 2008 are prohibited from displaying tattoo(s) while on-duty or representing the department in any official capacity. Members employed as of May 13, 2008 were granted a limited exemption for their **existing tattoos** if they complied with the provisions of section 1044.3.1 outlined below. Any visible tattoo(s) they obtained **after** the exemption date of June 3 2008 are subject to the existing restrictions that apply to all current department members:

Any current members with existing tattoos that are visible shall have the following options:

- (a) Wear a long sleeve uniform shirt;
- (b) Cover with a skin tone patch or make-up;
- (c) Have the tattoo(s) or brand(s) removed at the employees' expense;

1044.3.1 PREVIOUS TATOO EXCEPTION PROCEDURES (HISTORICAL REFERENCE)

All department members who wished to seek an exception to the requirements set forth in this policy were required to adhere to the following procedure:

- (a) Those members employed as of May 13, 2008 with existing tattoos were granted an exception if they made an appointment with the Human Resources Sergeant to have the tattoo(s) photographed and documented no later than June 3, 2008. The photograph and documentation was placed in the members personnel file for future reference.

1044.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required **is prohibited regardless of position or assignment**. Examples include: branding, intentional scarring, mutilation or dental ornamentation. Common forms of body art/alteration include, but are not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, earlobes, eyes, nose or teeth
- (d) Branding or scarification.

Uniform Regulations

1046.1 PURPOSE AND SCOPE

The uniform policy of the Ventura County Sheriff's Office is established to ensure that uniformed deputies will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

Section 700 - Department Owned and Personal Property

Section 1024 - Body Armor

Section 1044 - Grooming Standards

1046.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Sheriff's employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Sheriff or the authorized designee.
 - 1. Wrist watch
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/ set may be worn on each hand
 - 3. Medical alert bracelet

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1046.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photograph. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Deputies working specialized assignments may be excused from the possession and display requirements when directed by their respective commander.

1046.3 GENERAL PROVISIONS

- (a) The Support Services Assistant Sheriff, or designee, and/or designated committee, may be selected to provide input to the process of modifying, correcting, updating or changing this policy. Representatives from all divisions should be selected to serve on the committee.
- (b) Every sworn member of the department shall maintain a dress uniform.
- (c) The Support Services Assistant Sheriff shall inspect and give final approval for use of any uniform article(s). Uniform articles shall include apparel and equipment.
- (d) Uniformed personnel shall wear the full uniform specified for their particular rank or assignment and shall not wear the part(s) of any other uniform. Assistant Sheriffs may make exceptions when the exigencies of local conditions warrant a temporary change.
- (e) No part of the uniform, which would identify the wearer as a member of the department or display association with the department, shall be worn in a non-official capacity.
- (f) Bureau commanders, managers, and supervisors shall be responsible for the daily appearance of the members under their command.
- (g) Uniforms and equipment shall be maintained in a clean and serviceable condition at all times. Uniform articles shall be replaced when they are so worn or damaged that they no longer present an acceptable appearance or do not meet the required specifications. Leather gear and shoes shall be maintained in such a manner that they are clean and well-polished.
- (h) The uniform shall be worn in a military manner. Apparel items shall be tailored to fit the individual's physique, buttons shall be secure, and pockets shall be free of obvious bulges or protrusions.
- (i) Jewelry or personal ornaments shall not be affixed to or worn with any part of the uniform. Jewelry includes ear rings, necklaces, bracelets, visible body piercings, and large conspicuous rings. Uniformed female employees may wear one small, single post stud earring, no larger than 5 mm. or 3/16-inch in diameter, in each ear.
- (j) The gun belts and accessories listed as issued equipment in Addendum B are approved as a lightweight gear. Nylon gun belts and accessories are no longer authorized for wear by Patrol personnel except in specialized assignments when specifically authorized.
- (k) A change of this uniform regulation requiring a replacement of apparel or equipment shall be subject to a specified transition period. The transition period may be extended if budget constraints or current inventories prohibit cost effectiveness.

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- (l) Bureau commanders, with the approval of the respective bureau assistant sheriff, may authorize uniforms for general employees and/or specific units under their command within the constraints of this policy. Uniform requests outside this policy shall require final approval of the Support Services Assistant Sheriff, prior to implementation. Every effort should be made to utilize color schemes of uniforms already approved to ensure uniform continuity within the department. All uniform approvals will be outlined in the respective division policy and procedures manual.

1046.4 OFFICIAL UNIFORMS

1046.4.1 FORMAL UNIFORMS

The dress uniform is used for formal or ceremonial occasions, or for any event where the dress uniform is specified. The dress uniform shall consist of the following apparel and equipment articles. The wearing of uniform articles not specifically identified herein is prohibited.

(a) Apparel Articles

1. Soft Cap

- a) The cap shall be worn complete with the ornamental cap piece issued by the department.
- b) The rank of commander and assistant sheriff shall have a visor embroidered on chrome dyed black broadcloth to be overlaid with eight leaves and five acorns of shaded gold bullion on each side of the visor. The same type of design as approved by the U.S. Marine Corps for field grade officers shall be used.

2. Jacket

- a) The wearing of the dress jacket is optional.
- b) The rank of commander and assistant sheriff shall possess and maintain a dress jacket. For the rank of commander and above, the departmental stripe shall be the solid gold braid. For all other personnel, the departmental stripe shall be blue, bordered with gold piping. The departmental stripe shall be sewn on both sleeves of the uniform dress jacket.

3. Shirt

- a) The long sleeve field uniform shirt shall be worn complete with identification items, tie and tie bar. The long sleeve wash and wear field uniform shirt is not approved as part of the dress uniform. Academy staff is also authorized to wear a white foulard through the right shoulder epaulet for special events.

4. Gloves

- a) The only gloves approved for use with a dress uniform are issued by the department to members of the Honor Guard and academy staff. The gloves shall be white or black (color determined by event).

5. Skirt

- a) The length of the skirt shall be no shorter or longer than 2 inches from the center of the knee.

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6. Trousers

- a) The dress/field uniform trouser specifications shall apply.
- b) Trouser belt: The field uniform trouser belt specifications shall apply.
- c) Ceremonial belt: Members of the academy staff are authorized to wear a white belt over the trouser belt. The only white belt approved for use is issued by the department.

7. Socks

- a) Socks shall be solid black with no ornamentation.

8. Footgear

- a) With trousers: Black laced oxford dress shoes capable of maintaining a polished appearance.
- b) With skirts: Plain black leather or black patent leather closed toe shoes with a heel no higher than 1-1/2 inches.

(b) Equipment Articles

The dress uniform equipment specifications shall include: weapon and holster, handcuffs and handcuff case, ammunition magazines and case, keepers, and key fob.

1046.4.2 FIELD UNIFORM

The field uniform shall be worn when performing patrol duties or other uniform required assignments unless otherwise directed by the respective assistant sheriff. The field uniform shall consist of the following apparel and equipment articles. The wearing of uniform articles not specifically identified herein is prohibited.

(a) Apparel Articles

- 1. Helmet - The only helmet approved for use is issued by the department. It shall be carried at all times while on patrol.
- 2. Duty Hats
 - a) The campaign hat may be worn as part of the Field Uniform.
 - b) A green baseball-style hat (as described in Addendum A) may be worn by patrol personnel during special assignments where personnel may be exposed to the sun for an extended period of time.
 - c) A black knit beanie style cap (as described in Addendum A) may be worn by personnel where they may be exposed to cold temperatures, below 50 degrees Fahrenheit, for an extended period of time. The cap shall be worn with the embroidered word "Sheriff" centered to the front of the head and the black Under Armor logo worn to the back. The cap will not be worn unless worn with the field jacket. The cap shall be removed when indoors.
 - d) Academy staff and deputy sheriff trainees are the only members authorized to wear the soft cap with the field uniform.
- 3. Jackets (Nightwear and Lightweight)
 - a) The jacket shall be worn with complete identification items, which includes departmental shoulder patches, badge, nameplate, rank insignia and classification patches as applicable. Female deputies may wear the optional

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mid-size chevron (sergeant, senior deputy) rank insignia. Service stars are optional.

- b) The department issued metal badge and metal nameplate shall be worn on the outermost article of the dress and field uniform shirt and jacket.
- c) The department issued metal badge shall be worn on the outermost article of the dress and field uniform (shirts, jackets, or raincoats).

4. Shirts

- a) The long or short sleeve shirts are approved for use.
- b) Long Sleeve With Tie "Dress Uniform" specifications will apply to the long sleeve field uniform, except:
 - 1) The soft cap is prohibited;
 - 2) The excluded Sam/Sally Browne equipment items outlined under the dress uniform description are allowed.
- c) The long or short sleeve shirt may be worn with an open collar exposing a clean white "crew neck" style short sleeve undershirt. The shirt shall be worn with complete identification items, which include departmental shoulder patches, shoulder loop(s) (FTO's, JT O's, SST's and Academy Staff only), name plate, metal badge, rank insignia, shooting badge, specialized assignment insignia/pin and classification patches, as applicable. Female deputies may wear the optional mid-size chevron (sergeant, senior deputy) rank insignia.
- d) The long sleeve shirt may also be worn with an open collar exposing a black turtleneck. The black turtleneck must be black in color and contain no stitching, writing or insignias.
- e) The long sleeve shirt may be worn without service stars; however, every sworn employee shall maintain on a long sleeve shirt with service stars for ceremonial events. The wash and wear long sleeve shirt is not approved for ceremonial events.
- f) The standard military crease shall be pressed into the front and back of the garment. The approved wash and wear shirt shall have sewn increases. The front shall have a single vertical crease through the center of each breast pocket continuing from the collar seam to the tail. The back shall have three single vertical creases continuing from the lower yoke seam to the tail. The creases shall divide the back section, side seam to side seam, into four equal parts.

5. Gloves

- a) Gloves, which are solid black with no ornamentation, may be worn.

6. Trousers

- a) The trousers shall be worn on the outside of the footgear. A vertical crease shall be pressed into the front and rear of the trouser legs, midway between the inseam and outseam, continuing from the bottom of the front pocket opening to the foot opening. Flares shall be within the limits specified in the Addendum A. Cuffs are prohibited.

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- b) The utility uniform wash and wear trousers may be worn in lieu of the field uniform trousers during inclement weather, or special work conditions, only with the expressed authorization of the station captain or designee.

7. Trouser Belt

- a) The only belt approved for use is issued by the department. The belt shall be secured by a "Velcro" fastener or an optional chromium buckle.

8. Socks

- a) Socks shall be solid black with no ornamentation. White socks may be worn with boots, provided no part of the fabric is visible.

9. Footgear

- a) Shoes/boots shall be solid black with a plain round toe. The upper shoe shall be manufactured with heel and toe of leather or leather-simulated material with a plain smooth finish. No ornamentation or open toe/heel is permitted.
- b) Boots may be of either lace or pullover style. Oxfords shall be of lace style.
- c) Footgear with Skirts: Plain black leather or black patent leather closed toe shoes with a heel no higher than 1-1/2 inches.
- d) Any footgear that is significantly different than that described shall require the approval of the Support Services Assistant Sheriff.

10. Raingear

- a) The only raingear approved for use is issued by the department.

(b) Equipment Articles

The field uniform equipment mandatory to wear while working uniformed patrol shall include:

Weapon and Holster

1. Firearm and Ammunition

- a) The only firearm and ammunition approved for use are issued by the department. Personal weapons, which comply with the provisions of the policy entitled "Optional Firearms and Accessories" (Policy# 312.2.2), may be used as a substitute.

2. Gun Belt

- a) The only belts approved for use are issued by the department, and shall be black basketweave. Female deputies may wear the "Sally Browne" style.

3. Holster

- b) The only holster approved for use is issued by the department, except holsters used in compliance with the Policy entitled "Optional Firearms and Accessories" (Policy# 312.2.2).

4. Ammunition Magazines and Carriers

- a) The only ammunition magazine carriers approved for use are issued by the department, except those authorized in the policy entitled "Optional Firearms and Accessories" (Policy# 312.2.2) and the Firearms List/ Approved Firearms Equipment List/Magazine Carrier.

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- b) Magazine carriers can have the capacity for two, three or four magazines. Black basket weave design with friction fit or covered flap for retention of the magazine.
- 5. TASER and Holster
 - a) The only TASER and holster approved for use is issued by the department. The optional drop down holster for the TASER will be issued to employees with the approval of their bureau commander. Every effort should be made to utilize the Blade Tech model holster issued or authorized by the department.
- 6. Chemical Agent and Holder
 - a) The only chemical agent and holder approved for use are issued by the department.
- 7. Body Armor (vest)
 - a) The only protective vests approved for use are issued by the department, except vests, which equal or exceed the quality of those issued.
- 8. Portable Radio and Case
 - a) The only portable radio and case approved for use are issued by the department.
- 9. Handcuffs and Handcuff Case
 - a) The only handcuffs approved for use are issued by the department except handcuffs, which equal or exceed the quality, function and style of those issued. No more than two pairs of handcuffs shall be carried on the person. Each pair shall be secured in a closed case.
 - b) The only handcuff case approved for use is issued by the department. The carrying of two pairs of handcuffs shall require a second closed case identical to departmental issue, or one double closed case of equal quality and design.
- 10. Tape Recorder and Case
 - a) The Support Services Assistant Sheriff must approve all tape recorder cases that are worn as equipment on the gun belt.
- 11. Keeper Straps
 - a) The only keeper straps approved for use are issued by the department. Four straps shall be proportionately placed around the gun belt to secure it to the inner trouser belt.
- 12. Key Strap And Ring
 - a) The only key strap and ring approved for use are issued by the department.
- 13. Whistle
 - a) The only whistle approved for use is issued by the department except whistles, which equal or exceed the quality and function of those issued. The whistle shall be worn on the key strap ring.
- 14. Baton and Holder
 - a) The only baton and holder approved for use are issued by the department.

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- b) An optional straight stick baton, which complies with the provisions of the memorandum titled "OPTIONAL BATON" dated August 16, 2000, may be used as a substitute.
- c) It is not mandatory to carry the issued baton or optional baton while working uniformed patrol; however, if the issued baton or optional baton is not worn, it shall be kept in the patrol vehicle for accessibility.

15. Knife

- a) One folding blade knife secured in a closed case may be carried on the gun belt or alternatively on a clip-style folding blade knife may be carried inside a trouser pocket secured to the pocket by the attached clip.

16. Flashlight

- a) Any flashlight may be carried that meets the requirements listed in Addendum

17. Body Worn Camera

- a) The only body worn camera approved for use is the TASER Axon Body, which is issued to all personnel working in patrol related assignments, including traffic enforcement and school resource officers.
- b) Refer to this policy and Addendum "B" for specifications on approved equipment articles.
- c) Detention Services personnel shall wear uniform equipment per detention services division or facility policy.

1046.4.3 OPTIONAL UNIFORMS

(a) Applicable Articles

1. Utility Uniform

- a) The Utility Uniform may be worn as a replacement for the Field Uniform based upon the working conditions and environment personnel may be exposed to (i.e. inclement weather, natural disasters, inmate work crew assignments, etc.). Wearing of the Utility Uniform requires the approval of the respective Assistant Sheriff or their designee. Permanent or extended wearing of the Utility Uniform not specified within this policy requires the approval of the respective division Assistant Sheriff. The Watch Commander may authorize the wearing of the Utility Uniform for patrol personnel during periods of inclement weather.
- b) The Utility Uniform shall be the approved uniform worn by Detention Services personnel, including H.O.J. Detention Services personnel who interact frequently with the public (over 50% of their time) shall wear the Field Uniform. Transportation and Courts are not authorized to wear the Utility Uniform without the approval of the respective Assistant Sheriff or their designee.
- c) The Utility Uniform shall be the approved uniform worn by Sheriff's Records and Central Inmate Records personnel; however a plain leg pant will replace the cargo pant.

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2. Hats

- a) A green baseball-style hat or black knit beanie style cap (as described in Addendum A) may be worn in authorized specialized assignments and by patrol personnel during inclement weather or natural disasters.
- b) General member uniformed personnel may wear the authorized green baseball-style hat or black knit cap when working conditions makes it necessary to provide them with protection from the sun or inclement weather when approved by the respective division Commander or Assistant Sheriff.
- c) SST's and sworn personnel assigned to Detention Services working an outside assignment may wear a large brimmed hat for sun protection as approved by the respective Commander or Assistant Sheriff.
- d) The authorized baseball-style hat and black knit cap are considered a part of the department's uniform and therefore not authorized to be worn in an unofficial capacity.

3. Shirts

- a) The long or short sleeve "wash and wear" fabric shirts are approved for use. The shirt shall have pressed or sewn-in pleats simulating the pressed crease design as described in the specifications for the Field Uniform shirts. The shirt shall be worn with complete identification items, which include department shoulder patches, name plate, metal badge, rank insignia, shooting badge, specialized assignment pin and classification patches, as applicable. Female deputies may wear the optional mid-size chevron (sergeant or senior deputy) rank insignia. The shirt shall be worn with an open collar exposing a white "crew-neck" style undershirt.

4. Trousers

- a) The trousers shall be worn on the outside of the footgear. A vertical crease shall be pressed into the front and rear of the trouser legs midway between the inseam and outseam continuing from the bottom of the front pocket opening to the foot opening. Cuffs are prohibited. The only style of "wash and wear" trouser approved for use in non-specialized assignments and Detention Services is an OD green, six-pocket "cargo pant" style, fabric blend of polyester/cotton twill trouser (as described in Addendum A). This trouser is not approved for routine patrol.
- b) The only style of "wash and wear" trouser approved for use in Sheriff's Records and Central Inmate Records is an OD green, four-pocket "plain pant style", fabric blend of polyester/cotton twill (as described in Addendum A).

5. Jacket, Trouser Belt, Socks, Footgear, Raingear

The Field Uniform specifications shall apply.

(b) Equipment Articles

- 1. The Field Uniform equipment specifications shall apply.

1046.4.4 PLAINCLOTHES (NON UNIFORM)

(a) Apparel Articles

Attire

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1. Non-uniform attire is generally worn when assigned to a position in administrative or in investigative services. A business appearance is required in keeping with community standards for professionals. The provisions set forth herein shall apply to court appearances unless the field uniform is worn.
2. The special duty uniform or utility uniform may be worn by plainclothes personnel during call-outs or search warrants where the wearing of business attire would not be practical. Plainclothes personnel are discouraged from responding to call-outs or search warrants in casual attire.
3. Attire, as used herein, shall include all personal items worn with non-uniform apparel.
4. Attire must be color coordinated and conform in style to dress prevalent in the local professional business community.
5. Male officers shall wear a necktie unless express exception has been granted by the respective bureau commander.
6. Shoes shall be of a coordinated dress style with a design and construction, which does not limit the performance of duties. Sandals and canvas types are prohibited.
7. The apparel shall conceal the weapon and ammunition from public view.

(b) Equipment Articles

1. The wearing of equipment articles not specifically identified herein is prohibited.
 - a) Fire arm and Ammunition
 - 1) The only firearm and ammunition approved for use are issued by the department. Personal weapons, which comply with the provisions of the policy entitled "Optional Firearms and Accessories" (Policy# 312.2.2), may be used as a substitute.
 - b) Holster
 - 2) The only holster approved for use is issued by the department except holsters used in compliance with the policy entitled "Optional Firearms and Accessories" (Policy# 312.2.2).
 - c) Cartridge Case
 - 1) Ammunition shall be secured in a case. Case design shall be subject to approval of the bureau commander.
 - d) Handcuffs
 - 1) The only handcuffs approved for use are issued by the department except handcuffs, which equal or exceed the quality, function and style of those issued.
 - e) Handcuff Case
 - 1) Handcuffs may be carried in the trouser waistband or secured in a case. Case design shall be subject to approval of the bureau commander.
 - 2) The only key strap approved for use is issued by the department. Non-issue key retainers shall be subject to approval of the bureau commander.

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f) Badge and Identification Cards

- 1) The badge and identification cards issued by the department shall be carried at all times while on duty and displayed above the waist at all times within the facility if not in uniform.

1046.4.5 SPECIALIZED UNIT / SPECIAL ASSIGNMENT UNIFORM (SWORN ONLY)

(a) Apparel Articles

1. Uniform

- a) Specialized units or technical assignments within the organization may require unique apparel and/or equipment. The respective commander and assistant sheriff shall approve all articles for special duty uses. Special duty uniforms and equipment shall also require the approval of the Support Services Assistant Sheriff or the Sheriff.
- b) The approved special assignment uniform may be authorized to be worn during a special assignment as a replacement for the field uniform with the approval of the respective division commander and assistant sheriff. Under no circumstances is this uniform authorized for regular patrol duties.

2. Hats

- a) A green baseball-style hat or black knit beanie (as described in Addendum A) are authorized to be worn with this uniform with the approval of the respective division commander and assistant sheriff.

3. Shirts

- a) A short sleeve polo shirt is the authorized shirt (as described in Addendum A). The shirt shall have an embroidered badge, deputy's name (first initial, last name) embroidered on the right chest, embroidered shoulder patches on each sleeve, and "SHERIFF" silk screened on the back.

4. Trousers

- a) Specialized Unit Assignments: The same trouser as authorized for the utility uniform (as described in Addendum A).
- b) The Mounted Enforcement Unit may wear green jeans (as described in Addendum A) for assignments and training.

5. Shorts

- a) The Bike Detail is the only detail authorized to wear shorts (as described in Addendum A).

6. Jacket, Trouser Belt, Socks, Footgear, Raingear

- a) The field uniform specifications shall apply.

(b) Equipment Articles

1. The field uniform equipment specifications shall apply. The wearing of the Sam/Sally Browne may be optional in certain assignments.

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1046.4.6 PROFESSIONAL STAFF

- (a) A long or short sleeve polo shirt is the only authorized polo shirt to be worn (as describe in Addendum A). The shirt shall have an embroidered Sheriff's star with overlapping County of Ventura seal or City seal, depending on the assignment. "Ventura County Sheriff" shall be embroidered in a semi-circle over the star and seal. The name of the assignment (i.e., Human Resources, Training Center, Ojai P.D., etc.) shall be embroidered under the star and seal. The member's name (first initial and last name) shall also be embroidered on the right chest area. No shoulder patches on the sleeves or stenciling on the back.
- (b) Color coordinating pants/trousers shall be worn with the polo shirt. Colored or blue jeans are not acceptable styles to be worn.
- (c) Shoes shall be of a coordinated dress style with a design and construction, which shall not limit the performance of duties. Sandals and canvas types are prohibited.
- (d) Female professional staff uniformed employees are permitted to wear a uniform skirt in lieu of trousers.

1046.5 COURTROOM ATTIRE

Clothing worn by department personnel, including employees in "specialized assignments" (i.e. narcotics, intelligence), shall present a professional image and shall be acceptable in any business office environment.

Attire shall conform to the following:

(a) Male Employees:

- 1. A business suit or a sport coat with coordinated dress slacks, dress shirt, necktie and dress shoes. "Dockers", "patch pocket" pants or similar trousers are not acceptable. Earrings shall not be worn. Uniformed employees may elect to wear their daily use uniform. It shall be clean and in serviceable condition.

(b) Female Employees:

- 1. A dress suit, skirt or pants with a coordinated blouse, sweater or jacket and dress footwear. Uniformed employees may elect to wear their daily use uniform. It shall be clean and in serviceable condition.

1046.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Sheriff, Ventura County Sheriff's Office employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Ventura County Sheriff's Office to do any of the following while on-duty (Government Code § 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.

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- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1046.7 SHERIFF'S SERVICE TECHNICIAN, TECHNICAL COMMUNICATION SPECIALIST AND RECORDS SPECIALIST BADGE

The badge is approved only for on-duty use and shall be worn attached to the existing eyelet badge holder of the authorized uniform shirt or field uniform jacket. The badge shall be worn on the outermost garment.

A service technician working a non-uniformed assignment may wear the badge displayed on a belt clip holder. The badge holder shall be provided at individual expense and shall be of a type approved for use by the department.

The badge shall not be displayed or presented as personal identification under any circumstances when off-duty.

1046.7.1 RETIREE BADGES

The Sheriff may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Ventura County Sheriff's Office (This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Deputy CCW Endorsement Policy in this manual).

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the word "Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Ventura County Sheriff's Office and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1046.8 SPECIALIZED UNIT INSIGNIAS / PINS / MEDALS

Specialized units or collateral assignment details desiring a pin representing that unit or detail must receive prior authorization from the Support Services Assistant Sheriff before wearing the pin.

Personnel may only wear one pin at a time on their uniform. Personnel working one of these units/assignments for five or more years may continue to wear the pin after they leave the unit/assignment. When possible, future pins should be designed to match the existing "Cluster Style" pin and are to be worn on the outside of the right shirt pocket flap.

Samples of the pins will be maintained on file with the Uniform Committee Captain:

- All specialized units or collateral assignment details pins will be worn on the right side of the shirt's right pocket flap.
- The only exception shall be the SWAT pin, which shall be worn in lieu of the shooting badge on the left side of the shirt's right pocket flap.
- Medal of Valor/Merit pins are to be worn on the right side of the shirt's right pocket flap. If a member has been awarded more than one medal, all may be worn lined together.
- The only authorized U.S. flag pin to be worn on the uniform is 1/2" H x 1/2" W and shall be worn centered on the shirt's left pocket flap directly below the badge.

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1046.9 MOURNING RIBBONS

The black ribbon worn over each member's badge is a visible display of respect and reverence. The following guidelines are being provided as a standard reference for all department members:

- (a) Sheriff's Administration will notify members and authorize the wearing of the mourning ribbon. Black cloth ribbon or black elastic, approximately 5/8 inch wide, will be worn as illustrated below:
- (b) Ribbon is placed diagonally across Badge in direction from chin to elbow.
- (c) Due to shape of the shield style badge, ribbon must be placed horizontally across badge. Ribbon needs to be placed in the middle of the shield so that it does not fall off.
- (d) If a general employee is not issued a badge on which to put a mourning ribbon they may wear the mourning ribbon over their department issued ID card. The mourning ribbon shall extend across the face of the ID card from side to side and cover the center portion of the Sheriff's star printed on the ID card. The mourning ribbon should not cover the employee's name, photo or title.

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1046.10 ADDENDUM A (APPAREL SPECIFICATIONS)

APPAREL SPECIFICATIONS

ADDENDUM "A"

- BADGE - Sworn (Issued)

Brand: Entenmann-Rovin Company

Model: 690 (six-point convex)

Color: Gold Tone

Material: Metal Alloy

Style and Construction: 14K like gold tone with dark blue lettering, light blue/dark green/red background, face of the badge shall have inscribed an inner concentric circle within shall appear the words "DEPUTY SHERIFF" and "VENTURA COUNTY", a panel designating rank shall be affixed when applicable, secured by pin and catch.

- BADGE - Sheriff Service Technicians, Technical Communications Specialists and Records Specialists (Issued)

Brand: Entenmann-Rovin Company

Model: Style #153 (Dome)

Color: Carlton Gold

Material: Metal Alloy

Style and Construction: Yellow brass tone with dark blue lettering. The face of the badge shall have an Eagle's head and wings at the top. Inscribed below the head is the specification job classification (i.e., SERVICE TECHNICIAN), then the words "VENTURA COUNTY" inscribed over the Ventura County seal and the words "SHERIFF'S DEPT." inscribed under the Ventura County seal, badge number at the bottom. Badge is secured by a pin and catch.

- CLOTH BADGE - Sworn (Issued)

Brand: Star Emblems

Model: Simulated Entenmann-Rovin #690 "C"

Color: Yellow

Material: Solid embroidered cloth with thermoplastic backing, threads to be high tenacity fast-dye rayon of a denier suitable to the detail, certified washable.

Style and Construction: Yellow color with dark blue lettering, light blue/dark green/red background, face of the badge shall have inscribed an inner concentric circle within shall appear the words "DEPUTY SHERIFF" and "VENTURA COUNTY".

The badge shall be worn centered over the left breast pocket with the point of the bottom ray 1/2-inch above the top of the pocket. A line drawn horizontally through the center of the two opposing side points shall be parallel to the top edge of the pocket.

(NOTE: Memorandum SS ADM 85-8 modified the 1/2-inch requirement to include affixing the badge to the location of the existing two-eyelet badge holder).

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The badge shall be sewn to the garment around the outer edge with a good quality yellow silk or rayon thread. No cross-stitching shall be permitted.

- **EMBROIDERED BADGE (Sworn)**

Brand: Approved Vendor

Model: Simulated Entenmann-Rovin #690 "C"

Color: Gold

Material: Solid embroidered cloth with thermoplastic backing, threads to be high tenacity fast-dye rayon of a denier suitable to the detail, certified washable.

Style and Construction: Gold color with dark blue lettering, light blue/dark green/red background, face of the badge shall have inscribed an inner concentric circle within shall appear the words "DEPUTY SHERIFF" and "VENTURA COUNTY".

The badge shall be embroidered centered over the left breast pocket with the point of the bottom ray 1/2-inch above the top of the pocket. A line drawn horizontally through the center of the two opposing side points shall be parallel to the top edge of the pocket.

(NOTE: Memorandum SS ADM 85-8 modified the 1/2-inch requirement to include affixing the badge to the location of the existing two-eyelet badge holder).

- **CLASSIFICATION PATCH - SHERIFF SERVICE TECHNICIAN**

Brand: National Emblems

Color: Royal blue, gold

Material: Solid embroidered cloth with thermoplastic backing. Threads to be of a high tenacity fast-dye rayon of a denier suitable to the detail.

Style and Construction: The patch shall be semi-circular in shape, 3/4-inch wide and a straight line drawn between the two opposing bottom end points shall measure 3 7/8 inches. The inside edge curvature of the patch shall conform to the outside edge curvature of the shoulder patch. The background shall be royal blue with the wording "SERVICE TECH" embroidered in gold, capital block style lettering 3/8-inch high, 1/8-inch black merrowed border.

The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered 1/2-inch below the bottom edge of the shoulder patch.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

- **CLASSIFICATION PATCH - CADET**

Brand: National Emblems

Color: Royal Blue, gold

Material: Solid embroidered cloth with thermoplastic backing, threads to be high tenacity fast-dye rayon of a denier suitable to the detail.

Style and Construction: The patch shall be rectangular in shape, 3 inches in length and 1-3/4 inches wide, royal blue background with wording "CADET" embroidered in gold, capital block style lettering 1/2-inch high, 1/8-inch wide merrowed black border.

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The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered 1/2-inch below the bottom edge of the shoulder patch.

The patch shall be sewn to the garment around the outer edge with a good quality black polyester or rayon thread. No cross-stitching shall be permitted.

- **CLASSIFICATION PATCH - TECHNICAL COMMUNICATIONS PATCH**

Brand: National Emblems

Color: Royal blue, gold

Material: Solid embroidered cloth with thermoplastic backing. Threads to be of a high tenacity fast-dye rayon of a denier suitable to the detail.

Style and Construction: The patch shall be semi-circular in shape, 3/4-inch wide and a straight line drawn between the two opposing bottom end points shall measure 3 7/8 inches. The inside edge curvature of the patch shall conform to the outside edge curvature of the shoulder patch. The background shall be royal blue with the wording "COMMUNICATIONS" embroidered in gold, capital block style lettering 3/8-inch high, 1/8-inch black merrowed border.

The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered 1/2-inch below the bottom edge of the shoulder patch.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

- **CLASSIFICATION PATCH - RECORDS SPECIALIST**

Brand: Hero's Pride Emblems-Badges or approved vendor

Color: Royal blue, gold

Material: Solid embroidered cloth with thermoplastic backing. Threads to be of a high tenacity fast-dye rayon of a denier suitable to the detail.

Style and Construction: The patch shall be semi-circular in shape, 1-inch wide and a straight line drawn between the two opposing bottom end points shall measure 4 11/16 inches. The inside edge curvature of the patch shall conform to the outside edge curvature of the shoulder patch. The background shall be royal blue with the wording "RECORDS SPECIALIST" embroidered in gold, capital block style lettering 3/8-inch high, 1/8-inch black merrowed border.

The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered 1/2-inch below the bottom edge of the shoulder patch.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

- **CLASSIFICATION PATCH - SUPERVISOR (SCC and CUSTODY RECORDS)**

Brand: Hero's Pride Emblems-Badges or approved vendor

Color: Royal blue, gold

Material: Solid embroidered cloth with thermoplastic backing. Threads to be of a high tenacity fast-dye rayon of a denier suitable to the detail.

Style and Construction: The patch shall be rectangular in shape, 1-3/16 inches wide by 2-

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5/16 inches long. The background shall be royal blue with the wording "SUPERVISOR" embroidered in medium gold, capital block style lettering 1/2-inch high, 1/8-inch black merrowed border.

The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered 1/2-inch below the bottom edge of the classification rocker.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

- DRESS SKIRT

Brand: Custom made through authorized vendor

Color: O.D. Green

Material: 65% Dacron polyester/35% wool or 100% polyester

Style and Construction: Straight or A-line, plain front, back or side zip, no pockets, with belt loops.

- DRESS UNIFORM SOFT CAP

Brand: "Lancaster" or any brand meeting specifications.

Model: #210

Color: Forest Green

Material: Wool elastique

Style and Construction: The cover is to be a 4-piece crown to measure 10 3/4" in diameter, with front and sides measuring 2 1/4", and back seam measuring 2". The front, when cap is done, shall measure 4" from top of visor to the piping. Measurements given are for size 7 1/8. Circumference may vary 1/8 inch larger or smaller in proportion to head size. Chin strap to be 1/2" metal, flexible and expanding type gold plated attached with two Sheriff buttons. It shall have 2 eyelets in front of cap 1 5/8" apart horizontal from center to center, 1 1/2" from top of band, placed as to receive proper cap piece. The tan mesh braid shall be attached to the cover quarters and shall have a strip of forestry Green elastique, same as cover, sewn to the bottom so that when mounted on frame, 1/4" shall show on bottom.

- DRESS UNIFORM CAP PIECE (Issued)

Brand: Entenmann-Rovin

Model: 366-R

Color: Gold Tone

Material: Metal Alloy

Style and Construction: Gold tone with dark blue lettering, 1 3/16 inch diameter circular panel on the face with blue and green background, title panel with the words, "Deputy Sheriff".

- DRESS UNIFORM JACKET

Brand: Flying Cross or any brand meeting specifications.

Color: Forest Green

Material: Wool/Dacron Polyester

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Style and Construction: Eisenhower semi-dress jacket with coat sleeves. Front to be fastened with a "Talon" #5 zipper, brass finish, from the bottom of the jacket, vertically to the base of the lapels. To have a two-piece top of the belt at the back of the jacket. To have adjustment straps with one departmental button on each side at the side seams. To have a half belt stitched down in back at the approximate waistline. Jacket to be fitted so as to be worn loosely and straight down over the modified Sam Browne belt and accouterments. Length to vary in accordance with the individual, but in all cases to fall to the top of the hip pockets. Bottom to be made with a 4" bottom turn up with lining sewn to top of turn up, and not to include a separate waistband. To have departmental stripe sewn on both sleeves 3" from the seam-to-seam and set into the seam at both sides, machine sewn.

- DRESS UNIFORM TIE

Brand: Any meeting specifications.

Color: Black

Material: Barathea, nylon, Dacron or wool fabric.

Style and Construction: Four-In-Hand or Windsor type, pre-tied knot, break away style, standard dress tie, no wider than 2-3/4 inches.

- DRESS UNIFORM TIE (Optional for Female)

Brand: Any meeting specifications.

Color: Black

Material: Barathea, nylon, Dacron or wool fabric.

Style and Construction: Crossover style with a maximum of 1" width at any given point, breakaway.

- DRESS UNIFORM TIE BAR

Brand: Any meeting specifications.

Color: Gold Tone, glossy

Material: Metal Alloy

Style and Construction: Flat metal, 1/4 to 5/16 inches wide with a length compatible with the width of the tie. The tie bar shall have a clasp fastener capable of securing the tie to the shirt.

The top edge of the tie bar shall form a horizontal line of continuum between the top edges of the shirt breast pockets.

- FIELD UNIFORM JACKET (Lightweight)

Brand: Flying Cross

Model: 59135

Color: OD Green

Material: Outer shell: 2 ply Taslanized Nylon 70 Denier (Warp), Plain weave. Material to be treated with durable fluorocarbon water and stain release agents. Zip-out liner: 86 pick black nylon taffeta, insulated with 3M Thinsulate.

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Style and Construction: The jacket shall be full cut, waist length with zipper front closure, zip-in/ zip-out liner, shirred waistband and zippered side vents. Body and sleeves are fully lined with a permanent 86 pick Nylon, color to match. The front shall be plain with patch pockets, scalloped flaps and badge tab. Jacket will be designed with a facing to accommodate the zip-out liner. There is to be a separate 2 inch shirred waistband with 2 inch heavy-duty elastic. The entire waistband is to be shirred with the exception of an area approximately 6 - 10 inches on either side of the front opening. The jacket shall be designed with the side zippered vents for easy access to weapon and equipment. The vents must have an elasticized snap tab closure system at the bottom.

- **FIELD UNIFORM JACKET (Nightwear)**

Brand: Blauer

Model: 9626

Color: Forest Green

Material: Taslan nylon outer shell with Gortex fabric with removable Thermolite Plus inner lining.

Style and Construction: The jacket shall be full cut, waist length with zipper front closure, zip-in/ zip-out liner, shirred waistband and zippered side vents. Body and sleeves are fully lined with a permanent 86 pick Nylon, color to match. The front shall be plain with patch pockets, scalloped flaps and badge tab. Jacket will be designed with a facing to accommodate the zip-out liner. There is to be a separate 2 inch shirred waistband with 2 inch heavy-duty elastic. The entire waistband is to be shirred with the exception of an area approximately 6 - 10 inches on either side of the front opening. The jacket shall be designed with the side zippered vents for easy access to weapon and equipment. The vents must have an elasticized snap tab closure system at the bottom.

- **UNIFORM SWEATER (TECHNICAL COMMUNICATION SPECIALISTS / RECORD SPECIALISTS ONLY)**

Brand: Broadway Sweaters or similar company

Model: V-neck, button front, long sleeve

Color: Forest Green

Material: 100% acrylic

- **FIELD/DRESS UNIFORM SHIRT (Long Sleeve)**

Brand: "Elbeco", Flying Cross or any brand meeting specifications.

Color: Silvertan, tan

Material: Dacron polyester, rayon

Style and Construction: Shall meet CHP specifications.

- **FIELD UNIFORM SHIRT (Short Sleeve)**

Brand: "Elbeco", Flying Cross or any brand meeting specifications.

Color: Silvertan, tan

Material: Dacron polyester, rayon

Style and Construction: Shall meet CHP specifications.

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- WASH AND WEAR FIELD UNIFORM SHIRT (Long and Short Sleeve)
Brand: "Elbeco DutyMaxx", West Coast Style Short Sleeve Model: Men's 5592/ Women's 9792LC Long Sleeve Model: Men's 592/ Women's 9592LC
Color: Silvertan
Material: Polyester, rayon
Style and Construction: Same style and construction as the Field Uniform Shirt, however the shirt shall have sewn in pleats, front and rear
- FIELD/DRESS UNIFORM TROUSERS
Brand: "Horace Small", Flying Cross or any brand meeting specifications.
Color: Forest Green
Material: Dacron polyester, Wool
Style and Construction: The trousers shall be made on a uniform pattern with plain front, straight side pockets, and two back pockets. "Flashlight pockets" optional.
- FIELD UNIFORM TROUSERS (Lightweight)
Brand: "Horace Small" or any brand meeting specifications.
Color: Forest Green
Material: 100% texturized dacron polyester
Style and Construction: The trousers shall be made of a uniform pattern with plain front, straight side pockets, and two back pockets.
- FIELD UNIFORM TROUSER/SKIRT BELT (Issued)
Brand: Bianchi or similar company
Model: B8 or similar specifications
Color: Black
Material: Leather
Style and Construction: Basketweave finish 1 3/4 inches (1 1/4" or 1 1/2" optional size for females) wide, rectangular chromium buckle or "Velcro" fastener.
- FIELD UNIFORM RAINGEAR (Issued)
Brand: Blauer or other authorized vendor
Model: See below
Color: Yellow
Material: Plastic vinyl coated rayon
Style and Construction: Seams sewn and welded, non-conducting PVC buttons.
 1. Jacket - Mfg. #269 50, storm fly front, corduroy collar, yellow reflective tape welded onto sleeve, front and back, badge holder welded on left breast.
 2. Trousers - Mfg. #26951, full cut overalls, elastic suspenders.
 3. Boots - Black rubber with steel toe, 16 inches high.

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- **HELMET (Issued)**

Brand: Griffin Corporation, Bell, Super Seer or similar company with department approval

Model: L 901, GD 700 Pro Police, 5-1 618 or similar specifications with prior department approval

Color: Gold/Forest Green

Material: Polycarbonate

Style and Construction: High trim, gold strap, neckguard, with detachable face shield, issued decal affixed to the front.

The decal shall be gold in color with the State seal and the words "DEPUTY SHERIFF" printed on the face. The decal shall be centered on the front of the helmet with the bottom of the decal 1/2-inch above the decorative chin strap.

- **NAME PLATE (Issued)**

Brand: Reeves

Model: 0500

Color: Gold tone

Material: Metal alloy

Style and Construction: High gloss, blue lettering, 2 1/4 inches by 1/2-inch, two clutch fasteners. The lettering shall be printed in capital block style. Only the first initial and last name shall be used. The top edge of the name-plate shall adjoin and be parallel with the lower stitching on the top edge of the right breast pocket flap. The plate shall be horizontally centered over the pocket button.

- **NAME TAPE (Issued)**

Brand: Any brand meeting specifications

Color: Dark Green background, gold lettering

Material: Rayon/Dacron with embroidered lettering certified washable.

Style and Construction: The name tape shall be 1 inch wide and length shall adjoin the inner stitching on both sides of the right breast pocket flap. The lettering shall be printed in capital block style, 3/4-inch high. Only the first initial and last name shall be used.

The top edge of the name tape shall adjoin and be parallel with the lower stitching on the top edge of the pocket flap.

The tape shall be sewn to the garment around the outer edge with a good quality dark green silk or rayon thread. No cross-stitching shall be permitted.

- **PLAINCLOTHES BADGE (Issued)**

Brand: Entenmann-Rovin Company

Model: 690 (six-point flat)

Color: Gold tone

Material: Metal alloy

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Style and Construction: Same specifications as Field Uniform badge. The badge shall be issued in a black basketweave leather display wallet.

- **PLAINCLOTHES TROUSER BELT (Issued)**

Brand: Bianchi or similar company

Model: B5 or similar specifications

Color: Black or brown

Material: Leather

Style and Construction: Basketweave or plain finish, 1 1/2 or 1 3/4 inches wide, square or rectangular chromium buckle.

- **POLO SHIRT - PROFESSIONAL STAFF**

Brand: Flying Cross, Port Authority or any brand meeting specifications.

Color: Black

Material: 7 oz, 100% Cotton pique or 5 oz, 65/35 Poly/Cotton pique

Style and Construction: Black three button collared polo shirt with matching collar and cuffs. Sheriff's 1 3/4-inch Sheriff's star with either a 1 1/2-inch overlay of the County of Ventura emblem or City Seal, whichever is applicable, embroidered on left breast area, VENTURA COUNTY SHERIFF embroidered in 1/4-inch gold capitalized block lettering in a half circle 3/4-inches over the star and the name of the assignment embroidered in 3/8-inch gold capitalized block lettering horizontally centered 1/4-inch under the star and emblem, first initial and last name embroidered in 1/2-inch gold capitalized block lettering on right breast area centered across from the star and emblem.

- **RANK INSIGNIA - SERGEANT**

Brand: National Emblems

Color: Royal blue, gold, black

Material: Embroidered cloth with the rmoplastic backing, rayon thread not to exceed 150/2 denier, background material to be vat dyed 7-7 ounce 65/35 polyester/cotton, permanent press, cured and pre-shrunk, emblem to contain approximately 3,900 stitches.

Style and Construction: Three bar type chevron, 3 7/8 inches high and 3 1/8 inches wide, stripes to be royal blue bordered with gold, mounted on a black background with a 1/8-inch edge border.

The insignia shall be worn on each sleeve of the shirt and jacket. The patch shall be centered on the sleeve 1/2-inch below the bottom edge of the shoulder patch with the arch of the bars pointing upward. A line drawn vertically through the top and bottom rays of the shoulder patch star shall extend through the horizontal mid-point of each bar.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

Female officers may wear an optional mid-size chevron, which measures 3-3/8 inches high and 2-7/8 inches wide.

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- **RANK INSIGNIA - SENIOR DEPUTY**

The insignia shall meet the specifications prescribed for Sergeant Insignia with the following exceptions: 1 (the insignia shall be a two-bar chevron) 2 the insignia shall be 3-1/8 inches high and 3-1/8 inches wide.

Female deputies may wear an optional mid-size chevron, which measures 2-7/8 inches high and 2-7/8 inches wide.

- **RANK INSIGNIA - CAPTAIN**

Shirt Collar - The insignia shall be two gold tone flat or beveled edge metal bars 3/4-inch wide and 3/4-inch long, attached at each end by a holding bar.

The insignia shall have two clutch fasteners.

The double bars shall be worn in the center on each side of the Field and Dress Uniform shirt collars. The length edge of the insignia shall be 1/2-inch from, and parallel with, the front edge of the collar.

Jacket Shoulder - The insignia shall be two gold color solid embroidered cloth bars 3/8-inch wide by 1-1/8 inches long. The bars shall have thermoplastic backing with thread of a high tenacity fast-dye and of a denier suitable to the detail. The wearing of the double gold tone flat or beveled metal bars 1-1/8 inches wide by 1-1/8 inches long is optional.

The two bars shall be worn centered in the cross-stitching of each shoulder epaulet with the length of the bars parallel to the epaulet's end seam. The bars shall be sewn to the garment around the outer edge with a good quality yellow silk or rayon thread. No cross-stitching shall be permitted.

For jackets without epaulets, the insignia shall be centered over the shoulder seam and shall be parallel to and 1/2-inch from the sleeve head seam.

- **RANK INSIGNIA - COMMANDER**

Shirt Collar - The insignia shall be one gold tone metal star, five-pointed, pyramidically shaped, the size to be inscribed in a circle 9/16-inch in diameter. The star shall be fastened with one ray of the star pointing upward. The insignia shall have a catch.

One one-star insignia shall be worn in the center on each side of the Field Uniform shirt collars. The top point of the star shall point upward and a line drawn horizontally through the center of the two sequential side points shall be perpendicular to the front edge of the collar. The bottom two points shall be 3/4-inch from the edge of the collar.

Jacket Shoulder - The insignia shall be one gold tone metal star, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 1/16 inch in diameter. The stars shall be fastened together with one ray of the star pointing upward. The insignia shall have a catch.

One one-star insignia shall be worn in the center of each shoulder epaulet evenly spaced between the button hole and the shoulder seam. The top point of the star shall point upward and a line drawn horizontally through the center of the two sequential side points shall be parallel to the front edge of the epaulet.

- **RANK INSIGNIA - ASSISTANT SHERIFF**

Shirt Collar "" The insignia shall be two gold tone metal stars, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 9/16-inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/16-inch in width with one ray of each

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star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch.

One two-star insignia shall be worn in the center on each side of the Field Uniform shirt collars. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be perpendicular to the front edge of the collar. The bottom four points shall be 3/4-inch from the edge of the collar.

Jacket Shoulder - The insignia shall be two gold tone metal stars, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 1/16 inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/8-inch in width with one ray of each star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch.

One two-star insignia shall be worn in the center of each shoulder epaulet evenly spaced between the buttonhole and the shoulder seam. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be parallel to the front edge of the epaulet.

- **RANK INSIGNIA - UNDERSHERIFF**

Shirt Collar - The insignia shall be three gold tone metal stars, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 9/16-inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/16-inch in width with one ray of each star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch.

One three-star insignia shall be worn in the center on each side of the Field Uniform shirt collars. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be perpendicular to the front edge of the collar. The bottom six points shall be 3/4-inch from the edge of the collar.

Jacket Shoulder - The insignia shall be three gold tone metal stars, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 1/16 inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/8-inch in width with one ray of each star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch.

One three-star insignia shall be worn in the center of each shoulder epaulet evenly spaced between the buttonhole and the shoulder seam. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be parallel to the front edge of the epaulet.

- **RANK INSIGNIA - SHERIFF**

Shirt Collar - The insignia shall be four gold tone metal stars, five-pointed, pyramidically shaped, each of a size to be inscribed in a circle 9/16-inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/16-inch in width with one ray of each star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch. One four-star insignia shall be worn in the center on each side of the Field Uniform shirt collars. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be perpendicular to the front edge of the collar. The bottom eight points shall be 1/2-inch from the edge of the collar.

Jacket Shoulder - The insignia shall be four gold tone metal stars, five-pointed,

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pyramidically shaped, each of a size to be inscribed in a circle 1/16 inch in diameter. The stars shall be fastened together on a straight metal holding bar 1/8-inch in width with one ray of each star pointing upward and at right angles to the bar. The rays of each star shall be on the same line of continuum. The insignia shall have a catch. One four-star insignia shall be worn in the center of each shoulder epaulet evenly spaced between the buttonhole and the shoulder seam. The top points of the stars shall point upward and a line drawn horizontally through the center of the four sequential side points shall be parallel to the front edge of the epaulet.

- **SERVICE STAR(S) - SWORN and PROFESSIONAL STAFF**

One service star may be worn for each five (5) years of service with this department or in combination with another department. The star(s) may be worn on the long sleeve shirt and all jackets. The star(s) shall be embroidered on the apparel fabric without the use of patch material.

Shirt Sleeve - The star shall be embroidered with gold polyester thread and be centered on the front of the left sleeve. The star shall be five-pointed, pyramidically shaped and of a size to be inscribed in a circle 3/4 -inch in diameter. One point of the star shall point downward and shall be 3/4-inch above the top seam of the cuff. The line drawn horizontally through the center of the two opposing side points shall be parallel to the cuff seam.

Two or more stars shall be centered on the sleeve one-inch apart measured from center to center. The opposing side points of all stars shall be on the same line of the continuum. After four stars (20 years) a second tier of stars shall be started 1/8 inch above the first row, with the fifth star being placed between the first and second star on the outside part of the sleeve.

Jacket Sleeve - The above specifications shall apply with the following exceptions: one point of the star(s) shall be placed 3/4-inch above the decorative stripe on the dress jacket, 2 inches above the sleeve end of the nightwear jacket and 3/4 inch above the top cuff seam on the lightweight jacket.

(NOTE: It is recommended the same vendor be used each time a new star is added to avoid mismatching the thread color, otherwise, it may be necessary to have the old stars removed and all new stars embroidered.)

- **SHOULDER LOOP - ACADEMY STAFF (ISSUED)**

Brand: Van Guard Uniforms

Color: White, gold

Material: White dacron/cotton with gold border and thermoplastic backing.

Style and Construction: The shoulder loop shall be of rectangular shape 4 1/2-inches long and 1 1/2-inches wide, secured by a "stocko" snap.

The Academy Staff designator shoulder loop shall be worn surrounding the left and right shoulder epaulet of the field uniform shirt.

- **SHOULDER LOOP - JTO (SST's only) AND FTO DESIGNATOR (ISSUED)**

Brand: On-Duty Uniform or authorized vendor

Color: Royal blue, gold

Material: Royal blue dacron/cotton with merrow gold border and thermoplastic backing.

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Style and Construction: The shoulder loop shall be of rectangular shape 4 1/2-inches long and 1 1/2-inches wide, secured by a "stocko" snap.

The FTO designator shoulder loop shall be worn surrounding the right shoulder epaulet of the field uniform.

- **SHOULDER PATCH**

Brand: National Emblems

Color: Royal blue, dark gold, black

Material: Solid embroidered cloth with ther moplastic backing, rayon thread 15 0/1 and 180/2 denier, Schiffli machined, 8,750 stitches.

Style and Construction: The patch shall be round with a 4-inch diameter. Two inner concentric circles separated by a gold-color thread border 1/16-inch wide shall form the background. The inner circle shall have a black background with a gold color six-pointed star embroidered in the center. Each point of the star shall be approximately 1/32-inch from the inner circle border. The word "SHERIFF" shall be embroidered in royal blue thread across and within the face of the star in 5/16-inch lettering. The outer circle shall have the words "VENTURA COUNTY" embroidered in gold thread on a royal blue background. The edge of the patch shall be a merrowed black border.

The patch shall be worn on each sleeve of the shirt and jacket. It shall be centered on the sleeve with the top edge of the patch 1/2-inch below the sleeve-head seam. A vertical extension of the shoulder seam line or a vertical line drawn through the center of the epaulet shall intersect the top and bottom rays of the center star.

The patch shall be sewn to the garment around the outer edge with a good quality black silk or rayon thread. No cross-stitching shall be permitted.

- **SHOULDER PATCH - EMBROIDERED**

Color: Black, gold

Material: Solid embroidered cloth with ther moplastic backing, rayon thread 15 0/1 and 180/2 denier, Schiffli machined, 8,750 stitches.

Style and Construction: The patch shall be round with a 4-inch diameter. One inner concentric circle in black thread. The inner circle shall have a black color six-pointed star embroidered in the center. Each point of the star shall be approximately 1/32-inch from the inner circle border. The word "SHERIFF" shall be embroidered in gold thread across and within the face of the star in 5/16-inch lettering. The outer circle shall have the words "VENTURA COUNTY" embroidered in black thread. The edge of the patch shall be a merrowed black border.

The patch shall be worn on each sleeve of the specialized unit/assignment shirt. It shall be centered on the sleeve with the top edge of the patch 1 1/2-inches below the sleeve-head seam. A vertical extension of the shoulder seam line or a vertical line drawn through the center of the shoulder shall intersect the top and bottom rays of the center star.

- **SPECIALIZED UNIT INSIGNIAS/PINS**

Any specialized unit/collateral assignment detail desiring an insignia or pin depicting that unit/detail must receive prior authorization from the Support Services Assistant Sheriff before wearing the insignia or pin on the uniform. Personnel may only wear one insignia/pin at a time on their uniform. Personnel working one of these units/assignments

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for five or more years may continue to wear the insignia/pin after they leave the unit/assignment. When possible, future pins should be designed to be worn on the outside of the right shirt pocket flap. Refer to the Specialized Unit Insignias/Pins/Medals for list of previously authorized insignias/pins/medals and where they are to be worn on the uniform shirt

- **TRAINING OFFICER (CTO) PIN - COMMUNICATIONS (ISSUED)**

Brand: Com Center Sportswear

Color: Gold

Material: Metal alloy

Style and Construction: Two tone gold with letters "CTO" in center, 3/8-inch high and 7/8-inch long, secured by one clutch fastener.

The CTO pin shall be worn on the left side of the right breast pocket flap. The pin shall be horizontally centered between the pocket button and the left edge of the flap. Vertically, it shall be centered between the top-stitching and the bottom edge of the flap.

- **TURTLENECK/MOCK TURTLENECK (Optional with long sleeved dress shirt)**

Brand: Any brand meeting specifications

Color: Black

Material: Cotton, polyester

Style and Construction: Collar should have enough elasticity to maintain its shape. A mock turtleneck collar must be at least 1-1/2 inches in height and fit closely to the neck. (A mock turtleneck is a turtleneck in which the collar does not fold over). No ornamentation on the collar is permitted. Black T-shirts are not approved.

- **UNIFORM TROUSERS - SPECIALIZED UNIT (BDU's)**

Brand: Elbeco or any brand and model meeting specifications

Model: Elbeco Tek2, Style E619RN

Color: OD Green

Material: 65% Fortrel Polyester/35% vat-dyed Combed Cotton two-ply twill weave.

Style and Construction: Trouser shall be manufactured from a men's uniform trouser pattern, incorporating a plain front with two quarter top front pockets, two back pockets and two double entry cargo pockets positioned on each leg outseam. Trouser to be straight leg style.

Creasing: The front and back crease in both trouser legs must be applied via a pneumatically controlled application of silicone sealant, so as to give permanency to the creases for the life of the garment.

This is the only trouser approved to be worn with the polo shirt for sworn personnel.

- **UNIFORM TROUSERS - BIKE PATROL ONLY**

Brand: Mocean

Model: 2020

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Color: Sheriff Green

Material: Nylon

Style and Construction: Elasticized waist with zipper fly, drawcord tie, belt loops, and seven pockets: 2 on seam pockets, 2 expanding cargo pockets with storm flaps and Velcro'd® closures and 1-exterior pocket for pens or a "Mag Light"®. There are also 2-back pockets with zipper closures and welt flaps.

- UNIFORM SHORTS - BIKE PATROL ONLY

Brand: Mocean

Model: 1050M

Color: Sheriff Green

Material: Supplex

Style and Construction: Elasticized waist with drawcord adjuster and belt loops. There are two slash hand pockets and two front cargo pockets.

- UTILITY UNIFORM COLD WEATHER BEANIE CAP

Brand: "Under Armor" purchased through On-Duty or F. Morton Pitt.

Model: Tac Stealth

Color: Black with Black Logo

Material Shell: 100% Acrylic; Lining: 84% Polyester/16% Elastane

Style and Construction: Beanie style cap with "SHERIFF" embroidered in 1" tall olive green letters and bordered by a 4 5/8" wide by 1 1/2" tall olive green box.

- UTILITY UNIFORM CAP

Brand: "Flex-Fit" Style purchased through On-Duty Uniforms or F. Morgan Pitt.

Model: Not applicable

Color: OD Green

Material: Acrylic, and/or PolyCotton blend

Style and Construction: Baseball cap style the words, "Ventura County" and "Sheriff" shall be embroidered in Gold letters on the front panel. The words "Ventura County" shall be in 1/2" lettering embroidered above the word "Sheriff", which shall be in 1" lettering.

- UTILITY UNIFORM JEANS (MOUNTED UNIT ONLY)

Brand: Any meeting specifications.

Model: Permanent Press

Color: Dark Green

Material: Synthetic/Cotton

Style and Construction: Regular cut western style work jeans, two diagonal cut side pockets, two hip pockets, hemmed cuff-less bottoms, zipper fly front, permanent press creases, a difference of not more than 2 inches between the knee width and the bottom leg opening width.

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- UTILITY UNIFORM SHIRT (PATROL, DETENTION SERVICES, SHERIFF'S RECORDS, CENTRAL INMATE RECORDS)

Brand: Elbeco or any brand meeting specifications.

Color: Tan

Material: Dacron polyester, cotton

Style and Construction: There shall be two pockets with mitered corners, badge tab and no epaulets. The left breast pocket to have a pencil opening about 1 1/4". The shirt shall have sewn in pleats, front and rear.

- UTILITY UNIFORM TROUSERS (PATROL AND DETENTION SERVICES)

Brand: Elbeco or any brand meeting specifications

Model: Elbeco Tek2 Style E619RN

Color: OD Green

Material: 65% Fortrel Polyester/35% vat-dyed Combed Cotton two-ply twill weave

Style and Construction: Trouser shall be manufactured from a men's uniform trouser pattern, incorporating a plain front with two quarter top front pockets, two back pockets and two double entry cargo pockets positioned on each leg outseam. Trouser to be straight leg style.

Creasing: The front and back crease in both trouser legs must be applied via a pneumatically controlled application of silicone sealant, so as to give permanency to the creases for the life of the garment.

This is the only trouser approved to be worn with the polo shirt for sworn personnel.

- UTILITY UNIFORM TROUSERS (SHERIFF'S RECORDS AND CENTRAL INMATE RECORDS)

Brand: Flying Cross or any brand and model meeting specifications

Model: Flying Cross, Item 47425

Color: OD Green

Material: 65% Fortrel Polyester / 35% Cotton

Style and Construction: Trouser shall be manufactured from a n up-to-date men's uniform trouser pattern, incorporating a plain front with two quarter top front pockets, and two hip pockets professionally finished with no visible topstitching. Trouser to be straight leg style.

Creasing: The front and back creases in both trouser legs must be applied via a pneumatically controlled application of silicone sealant, specifically formulated to technologically enhanced fabrics, so as to give permanency to the creases for the life of the garment.

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1046.11 ADDENDUM B (EQUIPMENT SPECIFICATIONS)

EQUIPMENT SPECIFICATIONS

ADDENDUM "B"

- BATON (Issued)
 - Brand: ASP
 - Model: ASP 4
 - Color: Black/Nickel
 - Material: Aluminum
 - Style and Construction: 26" expandable baton with Electroless finish.
- BATON HOLDER FOR ASP 4(Issued)
 - Brand: Bianchi Accu Mold Elite Model: 7913
 - Color: Black
 - Material: Tri-Laminate with Coptex Knit
 - Style and Construction: Basketweave finish
 - BATON (Optional)
 - Brand: Monadnock Poly-Light (PLP)
 - Model: 2007 PLP-26
 - Color: Black
 - Material: Polycarbonate
 - Style and Construction: 26" straight baton with the Monadnock PLP Baton Ring.
- BATON RING STRAP FOR OPTIONAL BATON
 - Brand: Monadnock
 - Model: PLP-HC/BW/CH Catalog #2007
 - Color: Black
 - Material: Leather
 - Style and Construction: Basketweave finish, single chromium snap, chromium retaining ring.
- BODY ARMOR (Issued)
 - Brand: American Body Armor by Safariland or as authorized by the department.
 - Model: Xtreme Vest II
 - Color: White
 - Style and Construction: Double strap bottom vest style, IACP standard of Level II threat.

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- CARTRIDGE CASE (Issued)
Brand: Bianchi Accu Mold Elite
Model: 7902
Color: Black
Material: Tri-Laminate with Coptex Knit
Style and Construction: Basketweave finish, chromium cover snaps.
- CHEMICAL AGENT - OLEORESIN-CAPSICUM (OC) (Issued)
Brand: ZARC International, Inc.
Model: CAP-STUN Z-305
Color: Black container
Material: 5.5% Oleoresin-Capsicum
Style and Construction: 1 oz. metal cylinder container
- CHEMICAL AGENT HOLDER (Issued)
Brand: Bianchi Accu Mold Elite
Color: 7907
Material: Tri-Laminate with Coptex Knit
Style and Construction: Basketweave finish round plastic insert, chromium cover snap.
- FIELD KNIFE
Brand: Any brand which meets the listed specifications.
Style and Construction: The knife shall be of a folding blade type, which can only be opened by applying direct pressure on the blade(s). Knives with blades which can be released automatically by pushing a button, pressure on the handle, flip of the wrist or other mechanical device are prohibited. The blade(s) shall have only one sharp edge. The physical dimensions of the knife shall provide for total concealment in the field uniform knife case. Clip knives shall provide for total concealment within the trouser pocket and be secured to the pocket by the attached clip (the clip may remain visible on the outside of the pocket).
- FIELD KNIFE CASE
Brand: Safariland or any brand which meets the listed specifications.
Model: (.45 calibre clip case)
Color: Black
Material: Leather
Style and Construction: Basketweave leather of a quality equal to the leather equipment issued by the department, flap cover with a single chromium snap, exterior dimensions of the case shall not exceed 2" (W) x 5 - 1/2 (L) x 7/8" (D).

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- FIREARM (Issued)

Brand: Sig Sauer

Model: 40 cal semiautomatic

Color: Black finish

Style and Construction: Night sights installed, 40 cal ammunition (department issued), manufacturer's specifications to remain unaltered.

- FLASHLIGHT

Brand: Mag light or any brand meeting specifications

Model: Any model

Color: Black

Material: Plastic or Metal

Style and Construction: Battery (rechargeable) operated, manufacturer's specifications to remain unaltered.

- FLASHLIGHT HOLDER

Brand: Safariland or any brand meeting specifications

Color: Black

Material: Leather

Style and Construction: Basketweave finish

- GUN BELT (Issued)

Brand: Bianchi

Model: B2C "Sam Browne"

Color: Black

Material: Leather

Style and Construction: Basketweave finish, 2" wide, rectangular hook type chromium buckle.

OR

Brand: Bianchi

Model: B2C - "Sally Browne"

Color: Black

Material: Leather

Style and Construction: Basketweave finish, 1 3/4" wide, rectangular hook type chromium buckle.

- HANDCUFFS (Issued)

Brand: Peerless

Model: RE-116

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Color: Nickel finish

Style and Construction: Double lock, positive hold in 19 positions, 10 oz. Weight.

- HANDCUFF CASE (Issued)

Brand: Bianchi Accu Mold Elite

Model: 7900

Color: Black

Material: Tri-Laminate with Coptex Knit

Style and Construction: Basketweave finish, single chromium cover snap.

- HOLSTER (Issued)

Brand: Safariland

Model: Specific to weapon

Color: Black

Material: Leather

Style and Construction: Basketweave finish, thumbbreak safety strap, forward draw.

- PLAINCLOTHES HOLSTER (Issued)

Brand: Any brand meeting specifications

Model: Specific to weapon

Color: Black or Russet

Material: Leather

Style and Construction: Basketweave or plain finish, metal reinforced thumbbreak, spring clamp safety release, front or cross draw, high ride forward tilt style.

- KEEPER STRAPS (Issued)

Brand: Bianchi Accu Mold Elite

Model: 7906

Color: Black

Material: Tri-Laminate with Coptex Knit

Style and Construction: Basketweave finish, double chromium snap.

- KEY STRAPS (Issued)

Brand: Bianchi Accu Mold Elite

Model: 7916

Color: Black

Material: Tri-Laminate with Coptex Knit

Style and Construction: Basketweave finish, single chromium snap, heavy duty chromium key retainer.

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- PORTABLE RADIO HOLDER (Issued by patrol station)
 - Brand: Any brand meeting specifications
 - Model: Specific to radio
 - Color: Black
 - Material: Leather
 - Style and Construction: Basketweave finish designed for issued portables.
- WHISTLE (Issued)
 - Brand: HWC or any brand meeting specifications
 - Model: PWBS-1
 - Color: Black
 - Material: Plastic
 - Style and Construction: Retaining ring attached.

1046.12 PROFESSIONAL STAFF ATTIRE

There are assignments within the Sheriff's Office that do not require the wearing of a uniform. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who are approved to wear civilian clothing to work shall wear button style shirts (dress shirts) with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who are approved to wear civilian clothing to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style. Hosiery, if worn, shall be of a solid color and any design shall be moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. T-shirt alone
 - 2. Polo shirt (with the exception of those approved by the Sheriff's Office for specific assignments)
 - 3. Sweatshirts
 - 4. Halter tops, tube tops and tank tops
 - 5. Denim pants
 - 6. Culottes, split skirts and skorts
 - 7. Dresses or skirts that are excessively short (the length should be long enough to appropriately cover the wearer's body when bending, stretching, kneeling and sitting)
 - 8. Sweatpants or workout attire (to include stretch-type pants such as spandex, leggings and bike or running pants)

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9. Shorts, beach attire
 10. Sheer or otherwise revealing clothing
 11. Clothing with inappropriate or offensive logos or advertising (to include distasteful printed buttons, slogans or pins)
 12. Patched or torn clothing
 13. Open toed sandals
 14. Athletic Shoes and hiking boots
 15. Caps, hats or beanies
- (e) Variations from this order are allowed at the discretion of the division commander when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of attire may be worn that would adversely affect the reputation of the Ventura County Sheriff's Office or the morale of the employees.

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Department Badges

1052.1 PURPOSE AND SCOPE

The Ventura County Sheriff's Office badge and uniform patch as well as the likeness of these items and the name of the Ventura County Sheriff's Office are property of the department and their use shall be restricted as set forth in this policy.

1052.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1052.2.1 FLAT BADGE

Sworn deputies shall be issued a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) Should the flat badge become lost, damaged, or otherwise removed from the deputy's control, he/she shall make the proper notifications as outlined in the Policy Manual 700.2.1.
- (b) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1052.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to professional staff shall be clearly marked to reflect the position of the assigned employee (e.g. Sheriff's Service Technician (SST), Dispatcher, Records Specialist, Cadet).

- (a) Professional staff shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Professional staff shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1052.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Sheriff.

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Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1052.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Ventura County Sheriff's Office.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.

Employee Speech, Expression and Social Networking

1058.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites, **whether on or off-duty**, and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law.

Nothing in this policy is intended to prohibit a member from speaking as a private citizen on a matter of public concern to expose misconduct in the Department.

1058.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file-sharing sites.

1058.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to conflict with the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees adhere to the department's conduct and ethics standards while engaging in social networking activities.

To achieve its mission and efficiently provide service to the public, the Ventura County Sheriff's Office will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of oversight regarding its employees' speech and expression.

1058.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Ventura County Sheriff's Office employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety or privacy of any employee, an employee's family or associates.

1058.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the Department's safety, performance and public-trust needs, the following is prohibited:

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Ventura County Sheriff's Office or its employees.

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Employee Speech, Expression and Social Networking

- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Ventura County Sheriff's Office and tends to compromise or damage the mission, function, reputation or professionalism of the Ventura County Sheriff's Office or its employees.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the Conduct and Ethics Policy of the Ventura County Sheriff's Office.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material in a manner that brings discredit to the Ventura County Sheriff's Office on any personal website, social networking site, or other website.
- (h) To disobey a directive to remove any content that is in violation of this policy.
- (i) Violating the County of Ventura Employee Technology Use Policy while using County owned equipment (refer to policy at the following link): http://vcweb/policies/policystandard_pdf/1.pdf
- (j) Or, the on-duty use of privately owned electronic devices excessively, disruptively, or in a manner that affects work performance and/or brings discredit to the Ventura County Sheriff's Office.
- (k) All photo/video images taken of ANY investigation scene by on-duty Sheriff's employees/volunteers are considered official records and shall not be physically shared or published and shall not be transmitted to any Internet website, external email account, web link address, social networking site, or other electronic destination. All photos/video taken for evidentiary purposes shall be properly booked or securely downloaded to the Sheriff's photo imaging system. On-duty Sheriff's employees/volunteers at investigation scenes shall not take photos/video of the incident for personal use with cameras or other hand held devices. Non-evidentiary photos/video taken by or for investigators, supervisors, or managers for other legitimate department purposes shall be strictly controlled and not externally disseminated without authorization of the Division Commander or through the Public Information Office in Sheriff's Administration.
- (l) While off-duty, employees/volunteers shall not distribute, electronically, or by any other means, Sheriff's Office investigation scene photos, video, and/or other official department records. Whether on or off duty, great discretion should be used regarding the dissemination of any other sensitive law enforcement-related material and/or non-public information related to the Office of the Sheriff or County of Ventura. Release of material that compromises an investigation, brings discredit to the Office

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Employee Speech, Expression and Social Networking

of the Sheriff/County of Ventura, or violates any provision of this Policy Manual may subject the employee/volunteer to discipline.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1058.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

The California Government Code expressly prohibits participation in political activities while in uniform. (Government Code § 3206)

There is no intent by the Ventura County Sheriff's Office to restrict members from voicing opinions or supporting/opposing political, social and religious causes as private individuals. However, if members choose to identify themselves as employees or volunteers of the Ventura County Sheriff's Office while engaging in such activity, they shall not directly state or imply that their opinions necessarily reflect those of the Ventura County Sheriff's Office or County of Ventura.

When a member identifies himself/herself as an employee or volunteer of the Ventura County Sheriff's Office, or when it can be construed that a member is acting in his/her individual capacity or through some group or organization (i.e. bargaining group) affiliated with the Ventura County Sheriff's Office, the employee or volunteer shall give a specific disclaiming statement that any such speech or expression is not representative of the Ventura County Sheriff's Office or County of Ventura.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

The standard for **commercial speech**, specifically, is more stringently regulated by the Department. Therefore, unless specifically pre-authorized by the Sheriff, members shall not represent the Ventura County Sheriff's Office or identify themselves in any way as being affiliated with the Ventura County Sheriff's Office or County of Ventura for the purposes of endorsing, supporting, or opposing any product, service, company, or other commercial entity.

Additional information regarding County employees' rights and restrictions relating to political activity can be found at Ventura County Ordinance Code § 1351, et seq., and in Chapter 6 Policy No. 7 of the County of Ventura Administrative Policy Manual:

[http://gsa-docushare/dscgi/ds.py/Get/File-14550/Chapter VI07 Political Activities of County Officers & Employees](http://gsa-docushare/dscgi/ds.py/Get/File-14550/Chapter_VI07_Political_Activities_of_County_Officers_&_Employees)

1058.5 PRIVACY EXPECTATION

The Department reserves the right to access, audit and disclose at its discretion all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the Department, including the Department e-mail system, computer network or any information placed into storage on any department system or device.

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Employee Speech, Expression and Social Networking

All messages, pictures and attachments transmitted, accessed or received over department networks are considered department records and, therefore, are the property of the Department. The Department reserves the right to access, audit and disclose at their discretion all messages, including attachments, that have been transmitted, accessed or received through any department system or device, or any such information placed into any department storage area or device. This includes records of all key strokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through a department computer or network.

Employees should also be aware that they forfeit any expectation of privacy with regard to anything posted, published, or maintained through file-sharing software or any Internet site accessible and **open to public view** (e.g., Facebook, MySpace). There have been cases where such material has been used to discredit or adversely affect an individual's reputation or standing.

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